

PROFORMA INVOICE

Date: [Date]
Reference: [Ref-Number]

MANAGEMENT OFFICE

[Street Address]
[City, State, Zip]
[Email/Phone]

BILL TO (CLIENT)

[Client Name]
[Company Name]
[Mailing Address]

Property Description / Asset ID	Service Period	Service Type	Amount
[Property Address/Name]	[MM/YY - MM/YY]	Monthly Management Fee	0.00
[Property Address/Name]	[Date]	Leasing Commission / Renewal	0.00
Portfolio-Wide	[MM/YY]	Maintenance Coordination & Reporting	0.00
Subtotal \$0.00			
Tax/VAT ([0]%) \$0.00			
TOTAL DUE \$0.00			

PAYMENT TERMS & NOTES

Proforma only. Final invoice will be issued upon approval. Bank Transfer: [Bank Name] | Account: [Number] | SWIFT: [Code]