

PROFORMA INVOICE

[Language School Name]
[Address Line 1]
[City, Postcode]
[Email / Phone]

DATE: [DD/MM/YYYY]
INVOICE #: [PRO-000]
DUE DATE: [DD/MM/YYYY]

BILL TO:

[Student Full Name]
[Student ID / Passport No]
[Address Line 1]
[Email Address]

COURSE DETAILS:

Course: [Course Name]
Level: [Level/Class]
Duration: [Start Date] - [End Date]
Hours: [Total Hours/Weeks]

Description	Qty/Weeks	Unit Price	Amount
Tuition Fee - [Course Name]	[0]	0.00	0.00
Registration Fee (Non-refundable)	1	0.00	0.00
Learning Materials & Books	[0]	0.00	0.00
Accommodation Placement Fee	[0]	0.00	0.00

Subtotal: 0.00
Tax/VAT (0%): 0.00

Total (CUR): 0.00

PAYMENT INSTRUCTIONS:

Bank Name: [Name]

Account Holder: [Name]

IBAN / Account No: [Number]

SWIFT / BIC: [Code]

Reference: [Student Name / Invoice Number]

** This is a proforma invoice for visa and registration purposes. Official receipt will be issued upon payment.*