

PROFORMA INVOICE

[Restaurant Name]
[Address Line 1]
[City, State, Zip]
VAT/TIN: [Number]

Date: _____
Proforma #: _____
Expiry Date: _____

BILL TO:

[Client Name/Company]
[Client Address]
[Contact Person]
[Phone Number]

EVENT/ORDER REF:

[Event Date/ID]
[Type: Catering/Function/Supply]
[Venue Location]

Description	Qty/Unit	Unit Price	Total
[Item Name/Service Description]	[0]	[0.00]	[0.00]
[Item Name/Service Description]	[0]	[0.00]	[0.00]
[Item Name/Service Description]	[0]	[0.00]	[0.00]

Subtotal: [0.00]
Service Charge ([%]): [0.00]
Tax ([%]): [0.00]

Total Amount Due: [Currency] [0.00]

Payment Terms & Notes:

- Deposit required to confirm booking: [Percentage]%
- Balance due [Number] days prior to service.
- Bank: [Bank Name] | Account: [Number] | Swift/BIC: [Code]

This is a Proforma Invoice, not a Tax Invoice. Goods/Services will be provided upon confirmation and payment as per the terms above.