PROFORMA INVOICE

Date: [Date]
Invoice #: [Reference]

HOSPITALITY PROVIDER
[Company Name]
[International Address Line 1]
[City, Country, Postcode]
VAT/Tax ID: [Number]
CLIENT / GUEST
[Client Name/Organization]
[Billing Address]
[Passport/ID Reference]
Arrival: [Date] | Departure: [Date]

Description of Services	Qty/Nights	Rate	Amount
[Service Detail/Accommodation Type]	[0]	[0.00]	[0.00]
[Management Fees/Catering/Ancillary]	[0]	[0.00]	[0.00]

Subtotal [0.00]
Tax/VAT ([0]%) [0.00]
Total ([Currency]) [0.00]

PAYMENT INSTRUCTIONS
Bank: [Bank Name]
SWIFT/BIC: [Code]
IBAN: [Number]
TERMS
This is a proforma document for management and customs purposes only. Formal tax invoice to follow upon service completion.