

AGENCY NAME

123 Creative Studio, Suite 100
New York, NY 10001
contact@agency.com

PROFORMA INVOICE

No: # _____

Date: _____

BILL TO

Client Name / Company

Address Line 1

City, State, Zip

Tax ID: _____

PROJECT DETAILS

Campaign: _____

PO Number: _____

Account Manager: _____

SERVICE DESCRIPTION	RATE/UNIT	QTY	TOTAL
Creative Direction & Concepting Brand identity and campaign strategy development.	0.00	0	0.00
Media Buying & Placement Digital and OOH ad placements.	0.00	0	0.00
Production Fees Asset creation, editing, and final delivery.	0.00	0	0.00
Subtotal \$0.00			

Tax (0%) \$0.00
Total Amount \$0.00

NOTES & TERMS

This is a proforma invoice for budgeting purposes only. Final billing will occur upon completion of milestones. Please include the proforma number with your initial deposit. Payment is due within 15 days of receiving the final invoice.

Bank: Global Bank • **SWIFT:** ABCDEF123 • **Account:** 0000 0000 0000