

[AGENCY NAME]

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

PROFORMA INVOICE

No: [Invoice #]
Date: [Date]
Expiry: [Valid Until]

BILL TO

[Client Company]
[Client Name]
[Address Line 1]
[Address Line 2]

PROJECT REFERENCE

[Campaign Name / PO Number]
Account Manager: [Name]
Currency: [USD/GBP/EUR]

Service Description	Quantity/Hours	Rate	Amount
[Service: e.g. SEO Optimization]	[0]	[0.00]	[0.00]
[Service: e.g. PPC Management]	[0]	[0.00]	[0.00]

Service Description	Quantity/Hours	Rate	Amount
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[Service: e.g. Content Creation]	[0]	[0.00]	[0.00]
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Subtotal: [0.00]
Tax ([0]%): [0.00]
Total Due: [0.00]

PAYMENT TERMS & INSTRUCTIONS

Bank: [Name] | Account: [Number] | SWIFT/IBAN: [Code]

** This is a proforma invoice provided for quotation purposes before services are finalized.*