

PROFORMA INVOICE

Video Agency Name
123 Studio Lane
City, State, Zip

Date: [Date]

Invoice #: [PF-000]

Project: [Project Name]

Bill To:

[Client Name]
[Client Company]
[Address]
[Email]

Production Dates:

Pre-production: [Date]
Principal Photography: [Date]
Estimated Delivery: [Date]

Description	Quantity/Hrs	Rate	Total
Pre-Production (Scripting & Storyboarding)	-	-	\$0.00
Production Crew & Equipment Rental	-	-	\$0.00
Post-Production (Editing, Color, Sound)	-	-	\$0.00

Description	Quantity/Hrs	Rate	Total
Licensed Music & Stock Footage	-	-	\$0.00
Subtotal: \$0.00			
Tax (0%): \$0.00			
Total Due: \$0.00			

Terms: This is a proforma invoice for budgeting purposes. Production will commence upon receipt of a [00]% deposit. Bank details: [Bank Name] | Account: [Number] | Routing: [Number].