

[JEWELRY BUSINESS NAME]

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

PROFORMA INVOICE

Date: _____

Reference #: _____

CUSTOMER INFORMATION

Name: _____
Phone: _____
Email: _____

ESTIMATED COMPLETION

Lead Time: _____
Pick-up Date: _____

Item Description & Material	Service/Repair Type	Qty	Unit Price	Total
[Example: 14k Gold Ring - Resize/Polish]				
Subtotal: \$ _____				
Tax: \$ _____				
Insurance/Shipping: \$ _____				
Estimated Total: \$ _____				

TERMS & CONDITIONS

1. This is a proforma invoice based on the initial inspection. Final costs may vary upon benchwork.
2. Any stones or components provided by the customer are left at owner's risk.
3. Repairs not collected within 90 days may be subject to storage fees or disposal.
4. A deposit of _____% is required before work commences.

Customer Signature / Authorization