

PROFORMA INVOICE

Date: [Date]
Invoice #: [Draft Number]

[Your Company Name]
[Street Address]
[City, State, Zip]
[Tax ID / VAT Number]

BILL TO:
[Client Name]
[Client Business Name]
[Client Address]
[Client Contact Information]

SHIPPING TERMS:
Incoterms: [e.g., EXW, FOB, CIF]
Shipping Method: [Carrier Name]
Est. Ship Date: [Date]
Payment Terms: [e.g., Net 30]

SKU / Item #	Description	Qty	Unit Price	Total
[Product SKU]	[Detailed Product Description]	[0]	\$0.00	\$0.00
[Product SKU]	[Detailed Product Description]	[0]	\$0.00	\$0.00
[Product SKU]	[Detailed Product Description]	[0]	\$0.00	\$0.00

Subtotal: \$0.00
Shipping & Handling: \$0.00
Tax / VAT: \$0.00
Total Amount: \$0.00

NOTES & BANK INSTRUCTIONS:

Beneficiary Name: [Name]
Bank Name: [Bank Name]
SWIFT/BIC: [Code]
IBAN/Account: [Number]

This is a proforma invoice provided for commercial valuation purposes prior to the shipment of goods.