

PROFORMA INVOICE

[Retailer Name]

[Business Address]

[Tax ID / VAT Number]

INVOICE NUMBER
[PO-000]

DATE
[DD/MM/YYYY]

EXPIRY DATE
[DD/MM/YYYY]

VENDOR / SUPPLIER

[Supplier Name]

[Supplier Contact]

[Supplier Address]

SHIP TO

[Warehouse/Store Name]

[Delivery Address]

Attn: [Stock Manager Name]

SKU / Item ID	Description	Quantity	Unit Price	Total
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Subtotal: [0.00]
Tax / VAT ([%]): [0.00]
Shipping/Freight: [0.00]
Total Amount: [0.00]

PAYMENT TERMS & INSTRUCTIONS

[e.g. Net 30 / Bank Wire Details / Credit Card]

NOTES

This is a proforma invoice provided for stock valuation and customs purposes prior to final shipment.
