

**[COMPANY LOGO/NAME]**

# PROFORMA INVOICE

# [PI-REFERENCE-NUMBER]

Date: [DD/MM/YYYY]

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## SELLER

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**[Company Legal Name]**

[Street Address]

[City, State, Zip]

[Country]

VAT/TAX ID: [Number]

Email: [Contact Email]

## BILL TO

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**[Customer Name]**

[Street Address]

[City, State, Zip]

[Country]

Phone: [Customer Phone]

## SHIPPING ADDRESS

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[Recipient Name]

[Street Address]

[City, State, Zip]

[Country]

## ORDER LOGISTICS

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Method: [Shipping Carrier/Method]

Terms: [Incoterms, e.g., DAP/EXW]

Currency: [USD/EUR/GBP]

Est. Ship Date: [DD/MM/YYYY]

SKU	Description	Qty	Unit Price	Total
[SKU-001]	[Product Name and Specification]	[0]	[0.00]	[0.00]
[SKU-002]	[Product Name and Specification]	[0]	[0.00]	[0.00]
Subtotal				[0.00]
Shipping & Handling				[0.00]
Tax / VAT ([%])				[0.00]
<b>TOTAL DUE</b>				<b>[0.00]</b>

#### PAYMENT INSTRUCTIONS

Beneficiary: [Account Name]  
Bank Name: [Bank Name]  
SWIFT/BIC: [Code]  
IBAN/Account: [Number]  
Reference: [PI-REFERENCE-NUMBER]

#### Terms & Conditions:

This is a proforma invoice, not a tax invoice. Goods will be dispatched only upon receipt of full payment. This quote is valid for [30] days from the date of issue.