

Proforma Invoice

From:

ABC Trading Co.
123 Market Street
Cityville, XY 10001
Phone: (123) 456-7890
Email: info@abctrading.com

Proforma Invoice No: PI-2024-016

Date: 2024-06-15

Valid Until: 2024-06-30

Bill To:

XYZ Enterprises
789 Commerce Avenue
Metropolis, AB 20202
Contact: John Doe
Email: johndoe@xyzenterprises.com

#	Description	Quantity	Unit Price	Total
1	Standard Laptop Model A	10	\$500.00	\$5,000.00
2	Wireless Optical Mouse	20	\$15.00	\$300.00
3	15.6" Laptop Sleeve	10	\$12.00	\$120.00

Subtotal	\$5,420.00
Tax (8%)	\$433.60
Total	\$5,853.60

Payment Terms: 50% advance, balance before delivery

Delivery Terms: FOB Cityville, estimated within 21 days upon advance receipt

- This is a Proforma Invoice and not a final sales invoice.
- It serves as a quotation and does not demand payment.
- Goods/services and prices listed are subject to confirmation and availability.
- Ensure details are accurate before proceeding with any payments or orders.
- Final invoice will be issued after confirmation of order and terms.