

# 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
<b>Total</b>	<b>\$5,853.60</b>

**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.