

# Proforma Invoice

Proforma Invoice No.:

Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

From (Seller):

Company Name

Address Line 1

Address Line 2

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

To (Buyer):

Customer Name

Address Line 1

Address Line 2

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Goods / Services Details

#	Description	Quantity	Unit Price	Total
1	_____	____	____	____
2	_____	____	____	____
3	_____	____	____	____
Subtotal				_____
Taxes				_____
Total Amount				_____

Payment Terms:

Currency: \_\_\_\_\_

Delivery Terms:

Authorized Signature

Name & Position

Important Notes:

- A proforma invoice is a preliminary bill of sale sent to buyers before shipment or delivery of goods.
- It is not a true invoice and should not be used for bookkeeping or accounting purposes.
- The terms, prices, and quantities listed are subject to change and must be mutually confirmed before a formal invoice is issued.
- Used mainly for customs and importation purposes, or as a quotation to the buyer.

