

# 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.

