

# Pro Forma Invoice

## Payment Request

**Pro Forma Invoice No.:** PF2024-001

**Issue Date:** 2024-06-17

**Due Date:** 2024-06-30

### Seller Details:

Acme Corporation  
456 Main Street  
City, State ZIP  
Country  
Email: sales@acmecorp.com  
Phone: (123) 456-7890

### Bill To:

Beta Ltd.  
789 Market Street  
Another City, State ZIP  
Country  
Email: finance@betaltd.com  
Phone: (098) 765-4321

### Payment Terms:

50% Advance, Balance before Shipment

**Currency:** USD

### Bank Details:

Account Name: Acme Corporation  
Bank Name: Global Bank  
Account No: 0123456789  
SWIFT: GLOBUS33

#	Description	Quantity	Unit Price	Amount
1	Widget A	100	50.00	5,000.00
2	Widget B	50	80.00	4,000.00
3	Widget C	20	120.00	2,400.00
<b>Subtotal</b>				<b>11,400.00</b>
Shipping				600.00
<b>Total Amount</b>				<b>12,000.00</b>

**Amount in Words:** Twelve thousand US Dollars only.

### Important Notes:

- This document is not a tax invoice; it is issued for payment request purposes only.
- Goods will be dispatched upon receipt of advance payment as per agreed terms.
- Prices are valid for 30 days from the date of issue unless stated otherwise.
- Any changes to order details or payment terms must be communicated in writing.
- Always quote the Pro Forma Invoice number in all related correspondence and payments.

