

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
Subtotal				11,400.00
Shipping				600.00
Total Amount				12,000.00

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.

