

Your Company Name

Address Line 1
Address Line 2
City, ZIP, Country
Phone: (123) 456-7890
Email: info@company.com

PROFORMA INVOICE

Bill To:
Client Name
Client Company
Address Line 1
Address Line 2
City, ZIP, Country

Proforma Invoice No: PI-2024-001
Date: 2024-06-11
Due Date: 2024-06-25

#	Description	Qty	Unit Price	Amount
1	Product/Service Name 1	10	100.00	1,000.00
2	Product/Service Name 2	5	200.00	1,000.00
3	Product/Service Name 3	2	500.00	1,000.00

Subtotal 3,000.00
Tax (10%) 300.00
Grand Total 3,300.00

- Important Notes:
- A Proforma Invoice is a preliminary bill of sale sent to buyers in advance of a shipment or delivery of goods.
 - Not a demand for payment; it only outlines the terms of the sale.
 - Useful for customs clearance and import/export processes.
 - Details may be subject to change until the final invoice is issued.
 - Always verify and confirm all information before proceeding with payment.