

## 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.