

Sender Company Name

123 Main Street,
City, Country 12345
Email: info@sendercompany.com
Phone: +123 456 7890

Proforma Invoice

Invoice No.: PI-2024-001
Date: 2024-06-20
Due Date: 2024-07-05

Billed To:

Client Name
Client Company Name
456 Business Ave,
Other City, Country 54321
Email: client@email.com

Description	Qty	Unit Price	Amount
Product/Service A	2	USD 2,000.00	USD 4,000.00
Product/Service B	1	USD 1,500.00	USD 1,500.00
Subtotal			USD 5,500.00
Advance Payment Required (50%)			USD 2,750.00

Bank Details for Advance Payment:

Bank Name: ABC Bank
Account Name: Sender Company Name
Account Number: 1234567890
SWIFT Code: ABCDUS33
Reference: PI-2024-001

Remarks:

Please make the advance payment as per the details provided above. Goods/services will be delivered upon receipt of advance payment.

Important Notes:

- This proforma invoice is not a tax invoice or receipt of payment.
- Proforma invoices are issued for advance payment and do not require formal accounting recognition until payment is received.
- All terms and pricing are valid until the due date specified.
- Delivery timeline starts upon confirmation of advance payment.
- Please refer to the invoice number and date in all communications and payments.