

Proforma Invoice

From:

[Your Company Name]
[Street Address]
[City, ZIP Code]
[Country]
Phone: [Phone Number]
Email: [Email Address]

To:

[Client Name]
[Client Address]
[City, ZIP Code]
[Country]
Phone: [Client Phone]
Email: [Client Email]

Invoice Details

Invoice No.: **[INV-0001]**
Date: **[YYYY-MM-DD]**
Due Date: **[YYYY-MM-DD]**

Reference

PO Number: **[PO 123456]**
Our Ref: **[Reference]**

Description of Goods/Services

#	Description	HS Code	Quantity	Unit	Unit Price	Total
1	[Product/Service Name]	[HS Code]	[10]	[pcs]	[100.00]	[1000.00]

Subtotal	[1000.00]
Tax (%)	[100.00]
Grand Total	[1100.00]

Bank Details

Account Name: [Account Name]
Bank Name: [Bank Name]
Account Number: [Account Number]
SWIFT/BIC: [Code]
IBAN: [IBAN]

Terms & Conditions

Payment Terms: [Eg. Advance / 30 days]
Delivery Terms: [Eg. FOB / CIF / Ex-Works]
Validity: [Eg. This proforma invoice is valid for 30 days.]

Important Notes:

- This document is not a commercial invoice, but an initial offer for sale.
- Proforma invoices are not used for accounting purposes.
- Used to inform clients about terms and estimated costs prior to a formal order.
- Review all details before confirming your order with the supplier.