

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.