

Proforma Invoice

From:

ABC Services Ltd.
123 Business Street
City, State ZIP
Phone: (000) 111-2222
Email: info@abcservices.com

To:

client name
Client Company Ltd.
456 Client Ave
City, State ZIP
Phone: (333) 444-5555
Email: client@company.com

Invoice No: PI-2024-001

Date : 12 June 2024

Due Date: 19 June 2024

Service Details

Description of Services	Quantity	Unit Price	Total
Website Design Consultation	5 hours	\$60.00	\$300.00
SEO Optimization (Monthly Plan)	1 month	\$200.00	\$200.00
Content Marketing Strategy Workshop	1 workshop	\$150.00	\$150.00

Subtotal \$650.00

Taxes (10%) \$65.00

Total Amount \$715.00

Bank Details:

Bank Name: Global Bank
Account Name: ABC Services Ltd.
Account Number: 1234567890
SWIFT: GLOBUS12

Terms & Conditions:

- Payment due within 7 days from invoice date.
- Services will commence upon payment confirmation.
- Please quote invoice number in payment reference.

For ABC Services Ltd.

Authorized Signature

Date: _____

Important Notes:

- A Proforma Invoice is not a tax invoice or bill; it is a preliminary document for quotation and approval.
- Used primarily to provide detailed information on proposed services and costs before actual supply.
- Does not require payment until acceptance and conversion to a commercial invoice.
- Useful for clarity in agreement of service scope and total fees before work begins.