

Simplified Proforma Invoice

Seller:
Example Company Ltd.
123 Industrial Rd.
City, State ZIP
Country
Phone: +123-456-7890
Email: info@example.com

Buyer:
Client Name / Company
456 Client Avenue
City, State ZIP
Country
Phone: +987-654-3210
Email: client@email.com

Proforma Invoice No: PI-2024-001
Date: 2024-06-15
Validity: 30 days
Payment Terms: 50% advance, 50% on delivery

Product Details

#	Description	Quantity	Unit Price	Total
1	Widget A	20	50.00	1,000.00
2	Widget B	10	100.00	1,000.00
Subtotal				2,000.00
Shipping				100.00
Tax (10%)				210.00
Grand Total				2,310.00

- Important Notes:**
- This is a proforma (preliminary) invoice and not a formal demand for payment.
 - It is used to declare the seller’s intent to supply goods/services at specified prices and conditions.
 - No goods or services have been delivered at the time of issuing this document.
 - Proforma invoices are commonly used for customs, import/export, and prior to contract confirmation.
 - Details herein are subject to change until the final invoice is issued.