

# 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
				<b>Subtotal</b> <b>2,000.00</b>
				Shipping 100.00
				Tax (10%) 210.00
				<b>Grand Total</b> <b>2,310.00</b>

## 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.