PRO FORMA INVOICE

SELLER

Business name _____

Address _____

Phone / email _____

PRO FORMA DETAILS

Pro forma invoice no. _____

Date _____

Valid through _____

Payment terms _____

Delivery terms _____

BUYER

Company _____ Attention _____

Address _____

Email _____

SHIPMENT

Ship to _____

Shipping method _____ Expected ship date _____

GOODS

Item	Description	Qty	Unit	Unit price	Amount

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal	
Shipping (approximate)	
Sales tax, if applicable (_____%)	
Pro forma total	

ABOUT THIS PRO FORMA INVOICE

_____

_____

Prices and terms are valid through the date shown above.