

Proforma Invoice

Seller Information

Seller Company Name: [Your Company Name]

Seller Address: [Street, City, State, ZIP]

Seller Contact: [Name, Email, Phone]

Seller Tax / VAT ID: [Tax ID]

Buyer Information

Buyer Company Name: [Buyer Company Name]

Buyer Address: [Street, City, State, ZIP]

Buyer Contact: [Name, Email, Phone]

Invoice Details

Proforma Invoice Number: [PI-0001]

Date of Issue: [Month DD, YYYY]

Valid Until: [Month DD, YYYY]

Delivery Terms (Incoterms): [e.g. FOB, CIF]

Line Items

Description	Qty	Unit Price	Amount
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[Item 1 description]	[Qty]	[\$0.00]	[\$0.00]
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[Item 2 description]	[Qty]	[\$0.00]	[\$0.00]
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[Item 3 description]	[Qty]	[\$0.00]	[\$0.00]
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Totals

Subtotal: [\$0.00]

Tax / VAT: [\$0.00]

Total Due: [\$0.00]

Bank Details

Bank Name: [Bank Name]

Account Name: [Account Holder Name]

Account Number / IBAN: [Account Number]

SWIFT / BIC Code: [SWIFT Code]

Notes

Notes: [e.g. goods description for customs, special instructions]