

Your Business Name

PROFORMA

123 Your Street, City, State ZIP · you@business.com · (555) 123-4567

FROM

BILL TO

Proforma #	Issue date	Valid until	Currency

DESCRIPTION	QTY	RATE	AMOUNT
<i>e.g. Industrial widgets — model WX-200</i>	50	\$18.50	\$925.00
<i>Freight & handling (estimated)</i>	1	\$240.00	\$240.00

Subtotal \$1,165.00

Tax rate (%) 0.00 %

Tax \$0.00

TOTAL \$1,165.00

This proforma invoice is issued for estimate, prepayment, or customs purposes only. It is not a tax invoice and no payment is due until a final invoice is issued.