

Proforma Invoice Form Sample

A **proforma invoice form sample** is an essential document for small businesses, providing a preliminary bill of sale that outlines the estimated costs of goods or services. It helps in establishing clear communication with clients and ensuring transparency before finalizing transactions. Utilizing a well-structured proforma invoice form enhances professional invoicing and streamlines the payment process.

From:

[Your Company Name]
[Address Line 1]
[Address Line 2]
[City, State ZIP Code]
[Phone] | [Email]

To:

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[Client City, State ZIP Code]

Proforma Invoice #: [Number]**Date:** [Date]**Expiry Date:** [Expiry Date]

Item Description	Quantity	Unit Price	Amount
[Product/Service 1]	[Qty]	[Unit Price]	[Amount]
[Product/Service 2]	[Qty]	[Unit Price]	[Amount]
Subtotal			[Subtotal]
Tax			[Tax]
Total			[Total]

Terms & Conditions:

- All prices are valid until the expiry date indicated.
- Payment terms: [Specify payment terms, e.g., 50% advance, 50% on delivery]
- Delivery time: [Specify delivery estimate]
- This is not a tax invoice. Goods/services will be delivered after receipt of payment.

Authorized Signature: _____ **Date:** _____