

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:** _____