

Proforma Invoice

This **proforma invoice sample** provides a comprehensive template including all necessary details and clear terms and conditions to ensure transparent transactions. It serves as a preliminary bill of sale, outlining product descriptions, quantities, prices, and payment terms. Utilizing such a detailed invoice helps streamline the purchasing process and reduce misunderstandings between parties.

Seller Information:

Company Name: Global Supplies Ltd.
Address: 123 Market Avenue, Industry City, Country X
Phone: +123 456 7890
Email: sales@globalsupplies.com

Buyer Information:

Company Name: Prime Buyers Inc.
Address: 456 Commerce Road, Metro Town, Country Y
Phone: +987 654 3210
Email: procurement@primebuyers.com

Invoice Number	PI-2024-1001	Invoice Date	2024-06-13
Quotation Valid Until	2024-07-13	Delivery Terms	FOB Port City

Product Details:

#	Product Description	Quantity	Unit Price (USD)	Total (USD)
1	Industrial Widget Model X1	100	50.00	5,000.00
2	Auxiliary Part A2	200	15.00	3,000.00
				Subtotal 8,000.00
				Shipping 500.00
				Tax (8%) 680.00
				Total Amount 9,180.00

Payment Details:

Bank Name: International Bank Ltd.
Account Name: Global Supplies Ltd.
Account Number: 1234567890
SWIFT Code: INTLUS33
Payment Terms: 50% advance, 50% before shipment

Terms and Conditions:

- This proforma invoice serves as a preliminary bill for the order stated above. The final commercial invoice will be issued after order confirmation.
- Goods will be shipped within 15 days of receiving the 50% advance payment, subject to stock availability.
- All bank charges outside the seller's country should be borne by the buyer.
- All goods remain the property of the seller until full payment is received.
- Claims for shortages or damages must be made within 7 days of receiving the goods.
- Cancellations are subject to a 10% restocking fee if the order is cancelled after advance payment.
- This quotation is valid until the date stated above.
- Any dispute arising from this transaction will be settled under the laws of Country X.

For and on behalf of **Global Supplies Ltd.**

Authorized Signature: _____