

Proforma Invoice

Invoice Number: [XXXX]

Date: [YYYY-MM-DD]

Seller: [Seller Company Name & Address]

Buyer: [Buyer Company Name & Address]

Goods/Services Description

Item No.	Description	Quantity	Unit Price	Total
1	[Item Description]	[Qty]	[Unit Price]	[Line Total]
Subtotal				[Subtotal]
Tax (%)				[Tax Amount]
Grand Total				[Grand Total]

Terms and Conditions

- Payment Terms:** Payment must be made by [payment method] within [number] days from the invoice date.
- Delivery Terms:** Goods/services will be delivered by [delivery method] within [delivery timeframe] upon receipt of payment.
- Return Policy:** Returns are accepted within [number] days of delivery, subject to [return conditions].
- Validity:** This proforma invoice is valid for [validity period] from the date of issue.
- Ownership:** Ownership of goods remains with the seller until full payment is received.
- Governing Law:** This agreement is governed by the laws of [Jurisdiction/Country].

This proforma invoice provides a detailed outline of goods or services along with estimated costs, helping both buyers and sellers agree on terms before the final sale. It includes essential terms and conditions to clearly define payment, delivery, and return policies.