

# Proforma Invoice

Our **customizable proforma invoice sample** for services allows businesses to easily tailor billing details to their specific needs. This template ensures clear communication of service costs, payment terms, and client information. Streamline your invoicing process with a professional and adaptable format.

**From:**

Your Company Name  
Address Line 1  
Address Line 2  
Email: [your@email.com](mailto:your@email.com)  
Phone: +123456789

**To:**

Client Name  
Client Address Line 1  
Client Address Line 2  
Email: [client@email.com](mailto:client@email.com)  
Phone: +987654321

**Invoice Date:** 2024-07-05**Proforma Invoice #:** PI-1001

## Service Details

Description of Service	Quantity	Unit Price	Total
Consultation Services	10	100.00	\$1,000.00
Project Management	5	150.00	\$750.00
<b>Subtotal</b>			<b>\$1,750.00</b>
<b>Tax (10%)</b>			<b>\$175.00</b>
<b>Total Amount</b>			<b>\$1,925.00</b>

## Payment Terms

- Payment due within 15 days from the date of invoice.
- Accepted Payment Methods: Bank transfer, PayPal, Credit Card.
- Late payments may incur a fee.

## Notes

Thank you for choosing our services. Please contact us if you have any questions regarding this proforma invoice.