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# PROFORMA INVOICE

ESTIMATE / DRAFT

**Proforma No:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Expiry Date:** \_\_\_\_\_  
**Reference:** \_\_\_\_\_

**SENDER / VENDOR**

\_\_\_\_\_  
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**RECIPIENT / CLIENT**

\_\_\_\_\_  
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DRAFT

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	-----	-----	-----	-----
2	-----	-----	-----	-----
3	-----	-----	-----	-----
4	-----	-----	-----	-----
5	-----	-----	-----	-----

**Subtotal** \_\_\_\_\_  
**Tax / VAT** \_\_\_\_\_  
**Shipping** \_\_\_\_\_  

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**Total Due** \_\_\_\_\_

**Terms & Conditions**

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