

# PROFORMA INVOICE

DRAFT BILLING FOR PRE-ORDER APPROVAL

## VENDOR DETAILS

## DRAFT METADATA

Draft Number

Draft Date

Pre-Order Ref

Estimated Ship Date

## BILL TO

## SHIP TO

ITEM	DESCRIPTION / PRE-ORDER DETAILS	QTY	UNIT PRICE	TOTAL AMOUNT
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DRAFT

Subtotal

**Estimated Tax**

**Shipping &  
Handling**

**Total Est. Cost**

**Required Deposit (%)**

**PRE-ORDER TERMS & CONDITIONS**

1. This document is a proforma draft billing for approval purposes and does not constitute a final commercial invoice.
2. Pricing and availability of pre-ordered items are estimated and subject to confirmation upon final order execution.
3. Production and fulfillment schedules will initiate only after the receipt of the signed approval and the designated deposit amount.

**PREPARED BY (VENDOR)**

**APPROVED BY (CLIENT)**