

SENDER / COMPANY

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# PROFORMA INVOICE

QUOTATION NUMBER

DATE

VALID UNTIL

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CLIENT / BILL TO

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SHIP TO / PROJECT LOCATION (IF APPLICABLE)

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DESCRIPTION	QTY	UNIT PRICE	AMOUNT

Subtotal

Tax /  
VAT

Shipping  
/  
Handling

Total

TERMS & CONDITIONS / PAYMENT INSTRUCTIONS

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PREPARED BY / AUTHORIZED SIGNATURE

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ACCEPTED BY / CLIENT SIGNATURE