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# PROFORMA INVOICE

Pre-Billing Draft

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

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**SELLER / EXPORTER**

\_\_\_\_\_  
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**BUYER / CONSIGNEE**

\_\_\_\_\_  
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#	DESCRIPTION OF GOODS / SERVICES	QTY	UNIT PRICE	AMOUNT
1				
2				
3				
4				
5				

DRAFT

Subtotal: \_\_\_\_\_

Tax / VAT: \_\_\_\_\_

Shipping/Handling: \_\_\_\_\_

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**Total:** \_\_\_\_\_

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**Terms & Conditions / Payment Instructions**

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\_\_\_\_\_  
PREPARED BY

\_\_\_\_\_  
CUSTOMER ACCEPTANCE (SIGN & DATE)