

# PROFORMA INVOICE

CLIENT SERVICE ESTIMATE

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Estimate No:

Date:

Valid Until:

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## PREPARED FOR

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## PROJECT / REFERENCE

Project Name:

PO Number:

Payment Terms:

SERVICE DESCRIPTION	HOURS / QTY	RATE	TOTAL AMOUNT
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Subtotal

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Tax Rate / Vat (%)

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Tax Amount

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**Estimated Total**

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## TERMS & NOTES

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This is a proforma invoice outlining services and estimated costs. Work will commence upon approval.