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# PROFORMA INVOICE

REQUIRED PREPAYMENT

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**BUYER / BILL TO**

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**INVOICE DETAILS**

**Proforma Invoice No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payment Terms:** 100% Prepayment Required

**Estimated Delivery:** \_\_\_\_\_

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal \_\_\_\_\_

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

Shipping / Freight \_\_\_\_\_

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

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**PREPAYMENT INSTRUCTIONS & BANK DETAILS**

This is a proforma invoice. Production/dispatch of the listed items will only commence once the total amount stated above is received in full.

**Bank Name:** \_\_\_\_\_

**Account Holder:** \_\_\_\_\_

**Account Number /  
IBAN:** \_\_\_\_\_

**SWIFT / BIC:** \_\_\_\_\_

**Payment Reference:** \_\_\_\_\_

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Prepared By

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Approved By (Authorized Signature)