



# PROFORMA INVOICE

DRAFT TEMPLATE

SUPPLIER DETAILS

Company

Address

Tax ID

DOCUMENT DETAILS

Proforma No.

Date

Expiry Date

Reference

BILL TO

Client Name

Address

Tax ID

SHIP TO

Recipient

Address

Contact

ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT
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DRAFT

ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT
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<b>Subtotal</b>	_____
Tax Percentage	_____
Shipping / Handling	_____
<b>Total</b>	_____

**PAYMENT TERMS & NOTES**

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AUTHORIZED SIGNATURE

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CUSTOMER ACCEPTANCE