FROM

PROFORMA INVOICE

Proforma #

Issue date

Valid until

PO / reference

BILL TO

SHIP TO / JOB ADDRESS (OPTIONAL)

DESCRIPTION	QTY / HOURS	RATE	AMOUNT

PAYMENT DETAILS

NOTES / TERMS

Subtotal

Discount

Tax (_____%)

Shipping

Estimated total

Deposit requested

This is a proforma invoice, not a tax invoice. A final invoice will be issued when the goods or services are delivered.

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