Proforma invoice

Preliminary estimate only. Not a tax invoice or a demand for payment.

Seller details

Prospective customer

Proforma reference

Issue date

Valid until

Pricing assumptions

Currency

Document reference / issue date

Description	Unit / specification	Quantity	Rate	Amount

Subtotal: _____ Discount: _____ Tax rate / amount: _____

Shipping: _____ TOTAL: _____ Currency: _____ Approval: _____

Preliminary estimate only. Not a tax invoice or a demand for payment.
Manual blank: calculate and verify all amounts. State one currency; no tax treatment is presumed.
Suggested order: subtotal less fixed discount, tax on discounted subtotal, then shipping. Adapt if required.
Do not label a proforma as paid.