

PROFORMA INVOICE

Not a tax invoice — issued for quotation, prepayment or customs purposes.

FROM (SELLER)

TO (BUYER)

PROFORMA NO.

DATE ISSUED

VALID UNTIL

DELIVERY / INCOTERMS (OPTIONAL)

DESCRIPTION	QTY	UNIT PRICE	AMOUNT

NOTES

Subtotal

Tax (if applicable)

TOTAL

Replace with a commercial or tax invoice once the sale is final. The buyer cannot reclaim VAT from a proforma.