[YOUR COMPANY NAME]

[Street address, City, Country]
[Phone] · [Email] · [Website]
Tax registration no.: [TRN / VAT no.]

PROFORMA INVOICE

No.: [0001] Date: [DD/MM/YYYY] Valid until: [DD/MM/YYYY] Currency: [AED]

BILL TO

[Customer name]
[Address]
[City, Country]
Tax registration no.: [Customer TRN / VAT no.]

#	Description	Qty	Unit	Unit price	Net	VAT	Total
1	[Product] — HS code [0000.00], origin [Country]	100	pcs	25.00	2,500.00	125.00	2,625.00
2							
3							
4							
5							
6							
7							
8							
9							
10							

Net amount	[0.00]
VAT @ [5]%	[0.00]
TOTAL	**[0.00]**

TRADE TERMS

Incoterms: [FOB / CIF / CFR / EXW] [named port or place]
Port of loading: [Port] Port of discharge: [Port]
Country of origin: [Country] Estimated shipment: [DD/MM/YYYY]
Payment: [100% advance / 30% advance, 70% against B/L / LC at sight]
This is a proforma invoice, not a demand for payment or a tax invoice. A final commercial / tax invoice follows on shipment.

Free template from proposora.com — make quotations and VAT invoices in minutes, with the tax worked out for you.