Invoice #: [100] Date: [00/00/000] Customer ID: [ABC12345]

To: [Name]  
 [Company Name]  
 [Street Address]  
 [City, ST ZIP Code]  
 [Phone]

[Street Address]  
[City, ST ZIP Code]  
[Phone] [Fax]  
[E-mail]

**Proforma Invoice Template**

**[Your Company Name]  
[Your Company Slogan]**

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Description | Unit Price | Line Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Sub Total |  |
|  |  | Sales Tax |  |
|  |  | Total |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_