[Your company name]

PROFORMA INVOICE

THIS IS NOT A VAT INVOICE

DETAILS

Proforma number	*[Its own series, not your invoice numbers]*
Date	*[DD/MM/YYYY]*
Our quotation	*[The quote it follows]*
Your reference	*[The customer's enquiry or order number]*
Valid until	*[The date the prices stop being firm]*

FOR

Company	
Contact	*[Name and email]*
Address	*[Invoice address]*

LINES

Part number	Description	Qty	Unit price	Total

Subtotal	£
VAT	£
Total	£

The same lines and prices as the quotation, so the customer pays the total they agreed.

TERMS

Payment	*[How and when to pay]*
Lead time	*[When the work starts and the goods arrive]*
VAT invoice	*[When the customer gets one]*
Terms	*[Which terms apply]*