PROFORMA INVOICE

Sent before the sale is final. It is not a tax invoice.

PROFORMA NUMBER

DATE

OFFER VALID UNTIL

DELIVERY TERMS (INCOTERMS)

SELLER (FROM)

BUYER (TO)

DESCRIPTION	QTY	UNIT PRICE	AMOUNT

NOTES

Subtotal

Tax (where it applies)

TOTAL

When the sale goes ahead, send a final invoice to replace this proforma. A proforma is not a VAT invoice, so the buyer cannot use it to reclaim VAT.

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