**PROFORMA INVOICE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BILL TO** | **SHIP TO** |  | **Page** |  |
| <Contact Name>  <Client Company Name>  <Address>  <Phone, Email> | <Name / Dept>  <Client Company Name>  <Address>  <Phone> |  | **Date** |  |
|  | **Expiry Date** |  |
|  | **Estimate No.** |  |
|  | **Customer ID** |  |

|  |  |
| --- | --- |
| **SHIPMENT INFORMATION** | |
| Currency | Est. Start Date |
| Payment Terms | Est. Completion Date |
| Payment Due Date | Est. Total # Hours |

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| --- | --- | --- | --- | --- | --- |
| **DATE** | **DESCRIPTION** | **HOURS** | **RATE** | **SALES TAX** | **TOTAL** |
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|  |  |  |  | **SUBTOTAL** |  |
|  |  |  |  | **TAXRATE** |  |
|  |  |  |  | **TOTAL TAX** |  |
|  |  |  |  | **QUOTE TOTAL** |  |
|  |  |  |  |  |  |