

[Street Address]
[City, State ZIP]
[email@company.com] - [Phone]

Invoice No.: INV-0001 **Invoice Date:** [MM/DD/YYYY] **Due Date:** [MM/DD/YYYY]

[Client Name]
[Client Company]
[Client Address]
[Client Email]

This is a proforma invoice (a preliminary quote). Not a demand for payment or a tax invoice.

Quote Valid Until: [MM/DD/YYYY]

[illegible]

Payment terms: [Net 15 / Net 30 / Due on receipt]
Payment methods: [Bank transfer / Card / Check]
Thank you for your business.

