



Install **Invoice Manager**
from **Microsoft Store**

to generate **PDF invoice**



Date Picker

adds a **calendar**
to date cells



Fomula Manager

Find, update, analyze, import and export
Excel formulas and defined names

Password Remover

for **Excel** 

Proforma Invoice Format in Excel

BoostExcel.com

Template#: c7010

Title: Proforma Invoice Format in Excel

Category: [Proforma](#)

Download this template in Excel format: [Click here](#)

Scroll down to find the PDF invoice on the next page.



Flowchart is easy now

Your Company Name

PRO FORMA INVOICE



Street Address
 City, ST ZIP Code
 Phone Number, Web Address, etc.

DATE:
 INVOICE #:
 DATE OF EXPIRY:
 CUSTOMER #:
 SALES REP. NAME:

BILL TO	SHIP TO
Name	Name
Address	Address
City, State ZIP	City, State ZIP
Country	Country
Phone	Contact

SHIPPING DETAILS			
P.O.#		Mode of Transportation	
P.O. Date		Transportation Terms	
Letter of Credit		Number of Packages	
Currency		Est. Gross Weight	
Payment Term		Est Net Weight	
Est. Ship Date		Carrier	

ITEM #	TAX	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	LINE TOTAL
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*** This is not a VAT invoice

SUBTOTAL	-
TAXABLE SUBTOTAL	-
TAX 1 8.000%	-
TAX 2 6.000%	-
SHIPPING & HANDLING	-
INSURANCE	-
LEGAL/CONSULAR	-
[other]	-
[other]	-
TOTAL	-

Special Notes, Terms of Sale

THANK YOU FOR YOUR BUSINESS!