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for Excel 

Lightweight Proforma Invoice Format

BoostExcel.com

Template#: c7039

Title: Lightweight Proforma Invoice Format

Category: [Proforma](#)

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



Business Name

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

PROFORMA INVOICE

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	U/M	QUANTITY	UNIT PRICE	LINE TOTAL
p1	<input checked="" type="checkbox"/>	1050MM HIGH VENETIAN BLACK		1	260.00	260.00
p2	<input checked="" type="checkbox"/>	1050MM HIGH VENETIAN WITH INSERT		1	230.00	230.00
p3	<input checked="" type="checkbox"/>	1160MM TROUGH WITH WHEELS BLACK		1	230.00	230.00
p4	<input checked="" type="checkbox"/>	1160MM WEDGE TROUGH CHARCOAL		1	195.00	195.00
p5	<input checked="" type="checkbox"/>	1200MM X 500MM TROUGH ON WHEELS WHITE		1	285.00	285.00
p6	<input checked="" type="checkbox"/>	1200MM X500MM TROUGH ON WHEELS SILVER		1	285.00	285.00
p7	<input checked="" type="checkbox"/>	1200MMx500MM TROUGH ON WHEELS W.INS.BLACK		1	285.00	285.00
p8	<input checked="" type="checkbox"/>	1200MMx500MM TROUGH W INSERT SILVER		1	245.00	245.00
p9	<input checked="" type="checkbox"/>	1200MMx500MM TROUGH W INSERT WHITE		1	245.00	245.00
p10	<input checked="" type="checkbox"/>	120CM PARADISE PALM X 12 FRONDS		1	33.00	33.00
p11	<input checked="" type="checkbox"/>	1200MMX500MM TROUGH W.INSERT BLACK		1	245.00	245.00
p12	<input checked="" type="checkbox"/>	150CM PARADISE PALM X 15 FRONDS		1	44.00	44.00
p13	<input checked="" type="checkbox"/>	180CM ARECA PALM X 18 FRONDS		1	68.00	68.00
p14	<input checked="" type="checkbox"/>	180CM BAMBOO TREE ON NATURAL STEM		1	127.27	127.27
p15	<input checked="" type="checkbox"/>	180CM ENGLISH IVY GARLAND X 109 LEAVES		1	7.50	7.50
p16	<input checked="" type="checkbox"/>	180CM GRAPE GARLAND W BLACK GRAPES		1	8.50	8.50
p17	<input checked="" type="checkbox"/>	180CM MPARADISE PALM X 21 FRONDS		1	55.00	55.00
p18	<input checked="" type="checkbox"/>	180CM POTHOS GARLAND X 109 LEAVES		1	7.50	7.50
p19	<input checked="" type="checkbox"/>	210CM BAMBOO STICK 14-18MM		1	1.20	1.20
p20	<input checked="" type="checkbox"/>	250MM PLASTIC FLOWER BUCKET		1	1.25	1.25

*** This is not a VAT invoice

SUBTOTAL	2,858.22
TAXABLE SUBTOTAL	2,858.22
TAX 1 8.000%	228.66
TAX 2 6.000%	171.49
SHIPPING & HANDLING	-
INSURANCE	-
LEGAL/CONSULAR	-
[other]	-
[other]	-
TOTAL	3,258.37

Special Notes, Terms of Sale