



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

to generate **PDF invoice**



Date Picker

adds a **calendar**
to date cells



Formula Manager

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

Password Remover

for **Excel** 

Proforma Invoice Template (4th Sample, Landscape Page Orientation)

BoostExcel.com

Template#: c7014

Title: Proforma Invoice Template (4th Sample, Landscape Page Orientation)

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

Sample 4 Proforma Invoice (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
	<input type="checkbox"/>	1				
	<input type="checkbox"/>	2				
	<input type="checkbox"/>	3				
	<input type="checkbox"/>	4				
	<input type="checkbox"/>	5				
	<input type="checkbox"/>	6				
	<input type="checkbox"/>	7				
	<input type="checkbox"/>	8				

*** 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

Sample 4 Proforma Invoice (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	
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ITEM #	TAX	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	LINE TOTAL
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THANK YOU FOR YOUR BUSINESS!