

Proforma Invoice Template

FROM

John Doe
165 Eleventh Street
Apt 2
San Francisco, California, 95376
United States

TO

Sample Client
Sample Client
sampleclient@helloworld.com

ISSUED ON

Aug 22, 2020

DUE ON

Sep 22, 2020

ITEM NAME	UNITS	RATE	TOTAL
Professional Services	16	\$70.00	\$1,120.00
Other Services	6	\$55.00	\$330.00
Subtotal			\$1,450.00
Total Amount			\$1,450.00 (USD)

PAYMENT

The client can pay via wire transfer or mailed check.

The client will not pay the processing fees for an online payment.

1 of 2

LATE FEES

If this invoice is unpaid by Sep 22, 2020, a non-compounding late fee of 5.0% accrues monthly on the outstanding amount.

NOTES

Thank you for your business!

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