

[Your business name]

[Street address]
[Town, postcode]
[Email]

PRO FORMA INVOICE

No. PF-0001

BILL TO

[Customer name]

[Customer address]

DATE
10 Sept 2026

VALID UNTIL
10 Oct 2026

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Bespoke oak dining table, 2.2m	1	£1,850.00	£1,850.00
Delivery and assembly	1	£120.00	£120.00

Subtotal £1,970.00
VAT (20%) £394.00

TOTAL DUE £2,364.00

This is not a VAT invoice.