

Your Company LLC

EIN 12-3456789 · Collects sales tax
500 Main Street, Suite 200 · Austin, TX 78701
(512) 555-0142 · contact@example.com

PROFORMA INVOICE

No. PRO-1

Date: October 8, 2026
Valid until: November 7, 2026

CUSTOMER

Horizon Builders, Inc.
EIN 45-8765432
310 Commerce Street · Fort Worth, TX 76102

#	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TAX	TOTAL
1	Aluminum window 48" x 60"	24	Unit	\$310.00	Sales tax 8.25%	\$7,440.00

In words: EIGHT THOUSAND FIFTY-THREE US DOLLARS AND EIGHTY CENTS

Subtotal \$7,440.00

Sales tax 8.25% \$613.80

TERMS

Payment terms	Cash	Advance payment required	50%
Lead time	15 business days after the advance payment	Bank for payment	First Texas Bank
Account type	Checking	Account no.	123-456789-00

Total \$8,053.80

NOTES

Prices valid for 15 days.

Prepared by

The proforma invoice is a formal offer: it is not a sales invoice, it does not support income or costs, and it does not replace the electronic invoice.