YOUR LOGO

PRO FORMA INVOICE

Northwind Business Services · 123 Business Road · Your City, ST 00000 · (555) 010-2030 · hello@yourcompany.com

Customer	Henry Clark, Clark & Co.	**Quote No.**	QT-2026-0162
Address	Business support services	**Date**	11/12/2026
Client PO	PO-7781	**Services**	Business support package
Period	October - December 2026	**Payment terms**	Net 30
Phone		**Email**	

No.	Description	Qty	Unit	Rate	Amount
1	Consulting - process review	10	hour	$85.00	**$850.00**
2	Monthly bookkeeping package	3	month	$250.00	**$750.00**
3	Payroll setup	1	job	$300.00	**$300.00**
4	Software licence (annual)	1	licence	$420.00	**$420.00**
5	Staff training workshop	1	session	$350.00	**$350.00**
6	Report & recommendations	1	report	$200.00	**$200.00**
7					
8					
9					

TERMS & CONDITIONS

1. Prices exclude tax unless stated.
2. Pay by bank transfer or card and quote the document number as reference.
3. Late payments may incur interest of 1.5% per month.
4. Questions about this document? Contact accounts@yourcompany.com within 7 days.

Subtotal	$2,870.00
Discount %	0.0
Discount	$0.00
Tax %	10.00
Tax	$287.00
TOTAL	**$3,157.00**
Deposit %	50
Deposit due	$1,578.50
Balance	$1,578.50

Customer	**signature**		**Date**		