**PERFORMA INVOICE**

|  |  |
| --- | --- |
| **Bill to**  **[Contact Name]**  **[Client Company Name]**  **[Address]**  **[Phone]**  **[Email]** | Page:**[Number]**  Date: **[Date]**  Date of Expiry: **[Date]**  Estimate No.:**[Number]**  Customer ID:**[Id]** |
| **Service information**  Currency:**[#]**  Payment Terms:**[Terms]**  Payment Due Date:**[Date]** | Est. Start Date: **[Date]**  Est. Completion Date: **[Date]**  Est. Total: **[Hours]** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Description** | **Hours** | **Rate** | **Sales Tax** | **Total** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | | Subtotal |  |
| Discount |  |
| Sales tax |  |
| Total tax |  |
| **Quote total$** |  |

**Special notes, terms of sale**

|  |
| --- |
|  |
|  |

I declare that the above information is true and correct to the best of my knowledge.

**[Signature] [Date]**

|  |  |  |
| --- | --- | --- |
| **Signature** |  | **Date** |