**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**

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|  |
|  |

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

**[Signature] [Date]**

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