[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.

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