

PROFORMA INVOICE

DOCUMENT DETAILS

Proforma number:

Issue date:

Valid until:

FROM (SUPPLIER)

Business name:

Address:

Phone:

Email:

TIN:

RC number (CAC):

BILL TO (CUSTOMER)

Customer name:

Address:

Phone / email:

Customer TIN:

Description	Quantity	Unit price (NGN)	Amount (NGN)

Subtotal (NGN)	
Discount (NGN)	
VAT @ 7.5% (NGN)	
Total (NGN)	

NOTES / PAYMENT DETAILS

Bank name:

Account name:

Account number:

NOTES

A proforma invoice is a preliminary bill sent before the goods or services are supplied. It is not a tax invoice, and it should be replaced by a final invoice once the supply has taken place.

VAT is charged at 7.5% and is added on top of the subtotal after discount. It is never carved out of the subtotal.

Withholding tax (WHT): where the customer is required to deduct withholding tax, the WHT is deducted from the amount payable and the customer should issue a WHT credit note. WHT is not added to this proforma invoice.