PRO FORMA INVOICE · THIS IS NOT A VAT INVOICE

An offer with prices and VAT before supply. Issue a full VAT invoice when the goods or services are supplied or payment is received.

Seller / VAT no.:	Example Ltd, GB123456789	**Pro forma no.:**	PF-2026-031
Customer:	Client Co. Ltd, Bristol	**Date:**	23 Nov 2026
Delivery:	10 working days after payment	**Valid until:**	23 Dec 2026

#	Description	Qty	Unit	Unit price	VAT	Net (£)
1	Stainless steel shelving unit, 1800 mm	4	pcs	£245.00	20.0%	£980.00
2	Delivery and installation	1	job	£180.00	20.0%	£180.00
3					20.0%	£0.00
4					20.0%	£0.00
5					20.0%	£0.00
6					20.0%	£0.00
7					20.0%	£0.00
8					20.0%	£0.00
9					20.0%	£0.00
10					20.0%	£0.00

Total excl. VAT	**£1,160.00**
VAT (for information)	£232.00
Amount payable in advance	**£1,392.00**

This is not a VAT invoice and cannot be used to reclaim input tax (HMRC VAT Notice 700, 17.3). A VAT invoice with a sequential number and tax point follows on supply or on receipt of payment.