GST proforma invoice format

Editable sample letter: replace the details with your own records before signing

PROFORMA INVOICE
Document number: PI-REF/2026/___
Issue date: 8 October 2026
Supplier: [Company]
Supplier GSTIN: 27DEMO0000H1Z2 (replace)
Customer: [Company]
Supply: not yet made. Proposed consulting, November 2026
SAC: [type the code you expect to use]
Estimated taxable value: INR 25000
Estimated tax, not charged: 18 percent, INR 4500, shown for the customer's information
Estimated total: INR 29500
This document is a proforma. It is not a tax invoice. The customer cannot treat it as an input-tax document. The tax invoice, when the supply is made, will use a different number from the tax-invoice series.
Do not collect the estimated tax on the strength of this page.