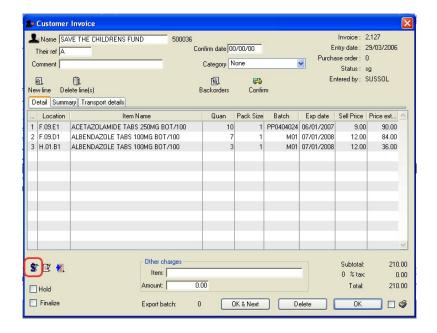
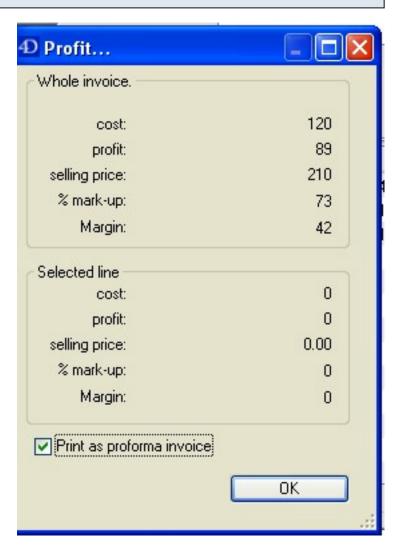
Make a proforma invoice

Make an invoice for a private customer as you normally would

Click the \$ button at bottom left (circled in red here)



Check the "Print as proforma invoice" checkbox



Print the invoice

Note: turn on the "print" button at bottom right (in red)

Note: if there are placeholder lines on the invoice they won't have a price.... you need to have stock to make a projforma (you can delete the placholder line and add a note to the invoice if you want to e.g.

"Metoclompramide tabs not in stock: usual price \$29 per 100)

