

# PROFORMA INVOICE

Invoice No.: PRO-2025-0001 Date: November 26, 2025

**FROM:**  
IST Africa  
Kigali, Rwanda  
Rwanda

**TO:**  
Ishimwe Blaise  
iblaise@istafrica.com  
Kigali, Rwanda

## Office Supplies and Stationery (4 Items)

#	Description	Qty	Unit Price	Amount
1	Ballpoint Pens (Box of 50)	5	RWF 15,000.00	RWF 75,000.00
2	A4 Notebooks	20	RWF 3,000.00	RWF 60,000.00
3	File Folders	30	RWF 2,000.00	RWF 60,000.00
4	Printer Paper (Ream)	10	RWF 8,000.00	RWF 80,000.00

Subtotal: RWF 275,000.00

Tax (10%): RWF 27,500.00

**TOTAL: RWF 302,500.00**

**Terms:** Payment due within 30 days.

**Notes:** This is a proforma invoice and not a tax invoice. Please confirm the order to proceed with shipment.