

# 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.