


Proforma Invoice

<p>Sent by</p> <p>Company name <input style="width: 95%;" type="text"/></p> <p>Name/department <input style="width: 95%;" type="text"/></p> <p>Address <input style="width: 95%; height: 30px;" type="text"/></p> <p>Telephone <input style="width: 95%;" type="text"/></p> <p>E-mail <input style="width: 95%;" type="text"/></p> <p>VAT registration No <input style="width: 95%;" type="text"/></p>	<p>AWB No <input style="width: 95%;" type="text"/></p> <p>Invoice No <input style="width: 95%;" type="text"/></p> <p>Number of pieces <input style="width: 95%;" type="text"/></p> <p>Total gross weight <input style="width: 95%;" type="text"/></p> <p>Total net weight <input style="width: 95%;" type="text"/></p> <p>Carrier</p> <div style="text-align: center; font-size: 2em; font-weight: bold; color: red; margin-top: 10px;">  </div>																																										
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<p>Reason for export <input style="width: 95%; height: 20px;" type="text"/></p> <p>Terms of delivery <input style="width: 95%; height: 20px;" type="text"/></p> <p>I declare that the above information is true and correct to the best of my knowledge.</p> <p>Date <input style="width: 95%; height: 20px;" type="text"/></p> <p>Name <input style="width: 95%; height: 20px;" type="text"/> Signature _____</p>																																											

How to fill in a Proforma Invoice

A correctly completed Proforma invoice is the best guarantee of successful customs clearance. The Proforma invoice should be typed in the receiving country's language or in English and four signed copies should be enclosed with the shipment.

A Proforma invoice should be used when the product is not to be sold (e.g. it is a gift, a repair or a loan between companies). A Commercial invoice should be used when the product is to be sold in the destination country. We recommend that you use your company's official invoice if available.

Sent By

Fill in the sender's/selling company's name, contact person, address and registration/organization number.

Buyer

Fill in the buyer's/receiver's name, contact person, address and registration/organization number. If the shipment is to be delivered to an address other than the buyer's, please also fill in the **Delivery to** section.

Delivery to

Fill in all the available information.

Airwaybill/AWB No

Airwaybill number.

Invoice No

Invoice number.

Number of Pieces

Number of pieces sent.

Total Gross/Net Weight

Gross weight (kgs) = total weight including packaging.

Net weight (kgs) = total weight without packaging.

Full Description of goods

Describe the contents in as much detail as possible, including trademarks, factory numbers, serial numbers, material and whether products are new or used. For gifts, samples and spare parts state: "... as a gift", "Sample of ..." or "Spare part of...".

Customs Commodity Code

Customs commodity code, used for clearance in the destination country. You can find more information about commodity codes from your own country's customs webpage.

Country of Origin

Manufacturing country is important since this determines any possible exemption from duty.

Quantity/ Number of Units

Exact number of units for each product. State the quantity of product in, for example, metres, litres, kgs or carats, where possible.

Unit Value and Currency

Price per unit and currency.

Sub Total Value and Currency

Summary of unit price and currency.

Total Value and Currency

Total value of the shipment and currency. If the products are being returned after repair, state the repair costs. If the value is for customs purposes only, the invoice should state "For customs purposes only". If the products are being delivered "Free of charge" or "No commercial value", this should also be stated on the invoice.

Reason for Export

State if the product is being sold or is a sample, repair, return or gift. For temporary exports (e.g. for fairs, or repairs), state "Temporarily exported" on the invoice.

Terms of Delivery – Incoterms

Delivery clause according to the definitions of the International Chamber of Commerce, describing the apportionment of liability between the buyer and the seller.

CIF – Cost Insurance Freight

The seller signs the freight agreement and has an obligation towards the buyer to insure the goods until they reach the destination. Import charges are paid by the buyer.

FOB – Free on Board

The buyer signs the freight agreement, is obliged to accept all risks and has to have its own insurance. Import charges are paid by the buyer.

EXW – Ex Works

The buyer has all the responsibility, including insurance and import charges.

DDU – Delivery Duty Unpaid

The seller signs the freight agreement and is responsible for the main transportation. The responsibility is passed to the buyer at the destination. Import charges are paid by the buyer.

DDP – Delivery Duty Paid

The seller signs the freight agreement and is responsible for the main transportation. The responsibility is passed to the buyer at the destination. Import charges are paid by the seller.

CIP – Carriage Insurance Paid

The seller has an obligation towards the buyer to insure the goods until they reach the destination. Import charges are paid by the buyer who is also obliged to accept all risks.

NOTE! Some countries also request that the destination is typed in directly after the terms of delivery!