



**PROFORMA INVOICE**

Exporter reference no.		Importer purchase/order/reference no.		Invoice expiration date	
Exporter/Shipper (Name and physical address)  Tel:                      Fax:                      Email:			Ship to, Consignee (Name and physical address)  Tel:                      Fax:                      Email:		
Intermediate consignee (Name and physical address)  Tel:                      Fax:                      Email:			Buyer (if other than consignee – name and physical address)  Tel:                      Fax:                      Email:		
Notify party (Name, physical address)  Tel:                      Fax:                      Email:			Terms and conditions of delivery and payment (including Incoterms): <ul style="list-style-type: none"> <li>▪ Freight (please mark): Prepaid ____ Collect ____</li> <li>▪ Title transfer occurs at:</li> <li>▪ Payment terms:</li> </ul>		
Marks and numbers		Total number of packages	Total gross weight		Dimensions - H x W x L (m <sup>3</sup> )
Port of loading		Port of discharge	Total net weight		Currency of sale
Country of final destination		BOL/AWB No.	Transportation method:  Vessel/flight no.		Date of shipment:  L/C No.
Complete and accurate description of the goods, including item no., product description, HS/tariff classification code and country of origin			Quantity (Unit of measure)	Unit price	Total price
<ul style="list-style-type: none"> <li>▪ Packing costs</li> <li>▪ Freight costs</li> <li>▪ Other transportation-related costs</li> <li>▪ Handling</li> <li>▪ Insurance costs</li> <li>▪ Assists</li> <li>▪ Additional fees</li> <li>▪ Duties and taxes</li> </ul>			<b>Grand Total</b>		
Signature, initials, name, title and position		Date		Place	