PROFORMA INVOICE

Pre-shipment proforma — not a demand for payment

Proforma no. ____________

Date issued ____________

Valid until ____________

For customs purposes only — not a demand for payment. This proforma states the seller's terms before shipment; the commercial invoice follows when the goods ship.

SELLER (FROM)

Business name

Address

Tax / VAT number

BUYER (SHIP TO)

Buyer name

Delivery address

Country

REFERENCE / ENQUIRY NO.

TERMS OF SALE (INCOTERMS)

COUNTRY OF ORIGIN

COUNTRY OF FINAL DESTINATION

CURRENCY / PAYMENT TERMS

MODE OF TRANSPORT

DESCRIPTION OF GOODS	HS CODE	QTY	UNIT PRICE	DECLARED VALUE	AMOUNT

Subtotal	
Tax (enter amount)	
Total declared value	
Freight / insurance (enter amount)	

NOTES / PACKING DETAILS

BANK / PAYMENT DETAILS

Authorised signature (seller)

Name and position

Date