

# PROFORMA INVOICE

[Seller Company Name]

[Street Address]

[City, State, Zip]

[Country]

VAT/Tax ID: [Number]

**Invoice No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_

**Ref/PO No:** \_\_\_\_\_

## CONSIGNEE (BILL TO)

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[Customer Name]

[Company Name]

[Address Line 1]

[City, Country]

[Phone/Email]

## DELIVERY ADDRESS (SHIP TO)

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[Recipient Name]

[Address Line 1]

[City, Country]

[Phone Number]

## TRANSPORT INFORMATION

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**Mode of Transport:** \_\_\_\_\_

**Port of Loading:** \_\_\_\_\_

**Port of Discharge:** \_\_\_\_\_

**Est. Ship Date:** \_\_\_\_\_

## COMMERCIAL TERMS

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**Incoterms 2020:** \_\_\_\_\_

**Currency:** \_\_\_\_\_

**Payment Terms:** \_\_\_\_\_

**Country of Origin:** \_\_\_\_\_

| Item / HS Code | Description of Goods | Qty | Unit | Unit Price | Total |
|----------------|----------------------|-----|------|------------|-------|
|                |                      |     |      |            |       |
|                |                      |     |      |            |       |
|                |                      |     |      |            |       |

Subtotal: \_\_\_\_\_

Shipping/Freight: \_\_\_\_\_

Insurance: \_\_\_\_\_

Tax / VAT ([ ]%): \_\_\_\_\_

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**Total Amount:** \_\_\_\_\_

**BANKING DETAILS FOR WIRE TRANSFER**

**Bank Name:** [Name]  
**Account Name:** [Name]  
**IBAN / Account No:** [Number]  
**SWIFT / BIC:** [Code]  
**Branch Address:** [Address]

**Declaration:**

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

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Authorized Signature