

PROFORMA INVOICE

[Exporter Name]
[Address Line 1]
[Address Line 2]
[Country]
VAT/Tax ID: [Number]

Date: [DD/MM/YYYY]
Invoice No: [P-0000]
Customer Ref: [Ref Number]

CONSIGNEE (BILL TO): [Company Name]
[Address]
[City, Postal Code]
[Country]
Attn: [Contact Person]

DELIVERY ADDRESS (SHIP TO): [Company Name]
[Address]
[City, Postal Code]
[Country]

LOGISTICS DETAILS: **Incoterms:** [e.g. FOB/CIF] [Location] | **Port of Loading:** [City] | **Port of Discharge:** [City] | **Mode of Transport:** [Sea/Air/Road]

Item	HS Code	Description of Goods	Qty	Unit	Unit Price ([CCY])	Total ([CCY])
1	[Code]	[Detailed Description]	0	[Pcs]	0.00	0.00
2	[Code]	[Detailed Description]	0	[Pcs]	0.00	0.00

Subtotal	0.00
Shipping & Handling	0.00
Insurance	0.00
TOTAL [CCY]	0.00

PAYMENT INSTRUCTIONS: Bank Name: [Name] | SWIFT/BIC: [Code] | IBAN/Account: [Number]
Currency: [Currency Code]

Estimated Lead Time: [Number of Weeks]

Note: This is a Proforma Invoice and is valid for [30] days. Goods remain the property of the exporter until full payment is received.

Authorized Signature