

# PROFORMA INVOICE

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

Invoice #: \_\_\_\_\_

**[Exporter Company Name]**

[Street Address]

[City, State, Zip, Country]

[Tax ID / VAT Number]

[Phone/Email]

## BILL TO (Importer):

[Customer Name]

[Company Name]

[Address]

[Country]

[Tax ID/VAT]

## SHIP TO:

[Receiver Name]

[Delivery Address]

[Country]

[Contact Number]

HS Code	Description of Goods	Qty	Unit	Unit Price	Total
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

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

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

**Total ([Currency]):** \_\_\_\_\_

## COMMERCIAL TERMS

Incoterms 2020: [e.g. FOB/CIF/DDP]

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

Port of Discharge: \_\_\_\_\_  
Country of Origin: \_\_\_\_\_  
Estimated Ship Date: \_\_\_\_\_

**PAYMENT INSTRUCTIONS**

Bank Name: \_\_\_\_\_  
SWIFT/BIC: \_\_\_\_\_  
IBAN/Account #: \_\_\_\_\_  
Currency: \_\_\_\_\_  
Terms: [e.g. 100% Prepayment]

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*Note: This is a Proforma Invoice only. Goods will be dispatched upon receipt of payment/LC.*

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_