

PROFORMA INVOICE

[Company Name]
[Street Address]
[City, Country, Postal Code]
Email: [Email Address]
Phone: [Phone Number]

Invoice No: [PI-000]
Date: [YYYY-MM-DD]
Validity: [30 Days]

Exporter / Consignor

[Full Company Name]
[Tax ID/VAT Number]
[Export License No]

Consignee / Importer

[Client Name]
[Client Address]
[Client Country]
[Contact Person]

HS Code	Description of Tea (Grade/Type)	Packaging	Quantity (KG)	Unit Price (USD)	Total (USD)
[0902.xx]	[e.g., Premium Loose Leaf Black Tea - OP1]	[25kg Paper Sacks]	[0.00]	[0.00]	[0.00]
[0902.xx]	[e.g., Organic Green Tea - Fannings]	[Vacuum Foil Bag]	[0.00]	[0.00]	[0.00]

Subtotal: [0.00]
Freight/Shipping: [0.00]
Insurance: [0.00]

Grand Total (USD): \$[0.00]

Payment Terms:

[e.g., 30% Advance, 70% LC]

Incoterms 2020:

[e.g., FOB / CIF / CFR]

Port of Loading:

[Port Name, Country]

Port of Discharge:

[Port Name, Country]

Country of Origin:

[Country Name]

Est. Delivery:

[Lead Time]

Banking Details

Bank Name: [Name] | Swift Code: [Code] | Account No: [Number] | Beneficiary: [Name]

Authorized Signature

Exporter Signature & Stamp

Accepted By

Buyer Signature & Date