

# PROFORMA INVOICE

[Company Name]  
[Street Address]  
[City, State, Zip]  
[Tax ID / VAT Number]

**Date:** \_\_\_\_\_  
**Invoice #:** \_\_\_\_\_  
**PO #:** \_\_\_\_\_  
**Expiry Date:** \_\_\_\_\_

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## EXPORTER / SELLER

[Name]  
[Address]  
[Contact Person]  
[Phone/Email]

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## CONSIGNEE / BUYER

[Company Name]  
[Billing Address]  
[Shipping Address]  
[Tax ID / VAT Number]

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## SHIPPING INFORMATION

**Mode of Transport:** \_\_\_\_\_  
**Port of Loading:** \_\_\_\_\_  
**Port of Discharge:** \_\_\_\_\_  
**Est. Lead Time:** \_\_\_\_\_

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## PAYMENT & INCOTERMS

**Incoterms:** \_\_\_\_\_  
**Currency:** \_\_\_\_\_  
**Payment Terms:** \_\_\_\_\_  
**Bank SWIFT/IBAN:** \_\_\_\_\_

SKU / Item #	Description of Goods	Quantity	Unit	Unit Price	Total

Subtotal: \_\_\_\_\_  
 Shipping/Freight: \_\_\_\_\_  
 Insurance: \_\_\_\_\_  
 Tax/VAT: \_\_\_\_\_  
 Total Amount Payable: \_\_\_\_\_

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

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