

PROFORMA INVOICE – TEMPLATE

Invoice date 5	Invoice No. 6
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1 PROFORMA INVOICE

Sender	Invoicing address	Recipient	
Name	Name	Name	
Address	Address	Address	
Postal Code & City	Postal Code & City	Postal Code & City	
Country	Country	Country	
Phone	Phone	Phone	
Fax / E-mail address	VAT No.	Fax / E-mail address	VAT No.
VAT No.	Terms of delivery 11		

Number of parcels/items	Total gross weight	Total net weight
7	7	7

Quantity	Customs code/ statistical no	Net weight	Full description of goods	Country of origin	Value & currency
8	9	8	9	9	
<div style="background-color: #e91e63; color: white; padding: 10px; border: 1px solid black;"> <p>A PROFORMA INVOICE SHOULD CONTAIN THE FOLLOWING INFORMATION:</p> <ol style="list-style-type: none"> 1. The text: Proforma Invoice 2. Information about the seller, including organisation number 3. Information about the buyer, including organisation number 4. Delivery address, including organisation number 5. Date of invoice 6. Invoice number 7. Information about the goods: number of items, gross weight, net weight 8. Information about the content: quantity, relevant unit (pieces, kilos etc) 9. Description of goods: country of origin, customs commodity code, eventual Y code (meaning the goods don't have dual use) 10. Value and currency 11. Terms of delivery </div>					

No charge, value for customs purpose only.	Freight cost
	Total invoice value (currency) 10

Type of shipment - mark with (X)

<input type="checkbox"/> Gift	<input type="checkbox"/> Return after loan	<input type="checkbox"/> Exhibition/show	Other:
<input type="checkbox"/> For repair	<input type="checkbox"/> Return after repair	<input type="checkbox"/> Preparation	
<input type="checkbox"/> For repair guarantee	<input type="checkbox"/> Return for credit	<input type="checkbox"/> Sample	

Declaration of origin

The exporter of the products covered by this document (Aut. No. _____) declares that, except where otherwise clearly indicated, these products are of EEA preferential origin.

Place	Date	Signature	Name