[Your logo]

PRO FORMA INVOICE

[Your company name]

[Street, city, postcode, country]
[Email · phone · tax / export ID]

No.
Date
Valid until
Buyer ref.
Our quotation

BUYER

SHIPMENT AND DELIVERY

Incoterms® 2020
Transport
Port / place of loading
Port / place of discharge
Est. shipping date

#	Description of goods	HS code	Origin	Quantity	Unit	Unit price [CUR]	Amount [CUR]
1							
2							
3							
4							
5							
6							
7							
8							

PACKING TOTALS

Packages
Net weight (kg)
Gross weight (kg)
Volume (m³)

Goods
Freight
Insurance
Other charges
Total [Incoterms® rule, place]

Amount in words:

Payment terms
Lead time
Marks and numbers
Notes

BANK DETAILS FOR PAYMENT

Beneficiary
SWIFT / BIC
Bank
Account / IBAN

Accepted by the buyer: signature, name, date

For and on behalf of the seller: signature and company stamp

Pro forma invoice: a preliminary invoice for approval, payment or import formalities. Not a commercial or tax invoice, customs declaration or receipt; the commercial invoice follows with the shipment.

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