

Proforma Invoice Template

A **Proforma invoice template** for export business simplifies the process of documenting transaction details before shipment. It ensures clear communication between exporters and buyers by listing products, prices, and terms. This template helps streamline international trade while maintaining compliance with regulations.

Exporter (Seller): [Company Name] [Address] [City, Country] [Contact Details]	Buyer: [Company Name] [Address] [City, Country] [Contact Details]	Proforma Invoice No.: [Number]	Date: [Date]
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No.	Description of Goods	Quantity	Unit Price	Total Amount	Currency
1	[Product Name/Description]	[Qty]	[Unit Price]	[Total]	[Currency]
Total Invoice Amount:				[Grand Total]	[Currency]

Terms and Conditions

- **Terms of Payment:** [Specify, e.g. 100% advance, Letter of Credit, etc.]
- **Delivery Terms (Incoterms):** [e.g. FOB, CIF, etc.]
- **Port of Loading:** [Port Name]
- **Port of Discharge:** [Port Name]
- **Estimated Shipment Date:** [Date]
- **Validity:** This proforma invoice is valid until [Date]
- **Other Terms:** [Customs clearance, insurance, etc. as needed]

Authorized Signature: _____

Name: [Authorized Person]

Date: [Date]