

# Proforma Invoice

Exporter (Seller): \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Importer (Buyer): \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Proforma Invoice No.:	_____	Date:	____/____/____
Currency:	_____	Terms of Payment:	_____
Country of Origin:	_____	Port of Discharge:	_____

Item No.	Description of Goods	HS Code	Quantity	Unit	Unit Price	Total Amount
1	_____	_____	_____	_____	_____	_____
Subtotal						_____
Freight						_____
Insurance						_____
Total Amount						_____

Delivery Terms (Incoterms): \_\_\_\_\_

Estimated Departure Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimated Arrival Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Company Seal: \_\_\_\_\_

Use this **proforma invoice form sample** to streamline your export business transactions by providing clear and detailed cost estimates to international buyers. It serves as a preliminary bill of sale, outlining the products, prices, and terms of sale. This standardized form helps ensure transparency and facilitates smooth customs clearance and payment processes.