[](http://bit.ly/2J2JkV0)**PRO FORMA INVOICE TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name | | | |  | DATE | EXP. DATE | TERMS OF SALE | PRO FORMA INVOICE | | |
| 123 Main Street | | | (321) 456-7890 |  |  |  |  |
| Hamilton, OH 44416 | | | Email Address |  | INVOICE NO. | CUSTOMER ID |
| CUSTOMER | | | |  |  |  |
| FULL NAME |  | | |  | ITEM NO. | UNIT OF MEAS. | FULL DESCRIPTION OF GOODS | QTY | UNIT VALUE | TOTAL VALUE |
| ADDRESS |  | | |  |  |  |  |  |  |  |
| ADDRESS |  | | |  |  |  |  |  |  |  |
| ADDRESS |  | | |  |  |  |  |  |  |  |
| ADDRESS |  | | |  |  |  |  |  |  |  |
| TELEPHONE |  | | |  |  |  |  |  |  |  |
| BUS. REG. NO. |  | | |  |  |  |  |  |  |  |
| (Customs/Tax ID No. e.g. GST/RFC/VAT/IN/EIN/ABN/SSN, or as locally required) | | | |  |  |  |  |  |  |  |
| SHIP TO | | | |  |  |  |  |  |  |  |
| FULL NAME |  | | |  |  |  |  |  |  |  |
| ADDRESS |  | | |  |  |  |  |  |  |  |
| ADDRESS |  | | |  |  |  |  |  |  |  |
| ADDRESS |  | | |  |  |  |  |  |  |  |
| ADDRESS |  | | |  |  |  |  |  |  |  |
| TELEPHONE |  | | |  |  |  |  |  |  |  |
| BUS. REG. NO. |  | | |  |  |  |  | **QTY TOTAL** |  | **VALUE TOTAL** |
| (Customs/Tax ID No. e.g. GST/RFC/VAT/IN/EIN/ABN/SSN, or as locally required) | | | |  |  |  |  |  |  |  |
| SHIPMENT INFORMATION | | | |  | Remarks / Instructions: | | | | **FREIGHT** |  |
| P.O. NO. |  | | |  |  | | | | **INSURANCE** |  |
| P.O. DATE |  | | |  | **OTHER** |  |
| LETTER OF CREDIT NO. |  | | |  | **TOTAL** |  |
| CURRENCY |  | | |  | *These commodities, technology or software were exported from the United States in accordance with the Export Administration regulations. Diversion contrary to US Law Prohibited.* | | | | | |
| ESTIMATED SHIP DATE |  | | |  | I hereby certify that this invoice shows the actual price of goods described, that no other invoice has been issued, and that all particulars are true and correct. | | | | | |
| MODE OF TRANS. |  | | |  |  |  |  |  |  |  |
| TRANS. TERMS |  | | |  |  | EXPORTER |  |  |  |  |
| NO. OF PACKAGES |  | | |  |  | (PRINT) |  |  |  |
| EST. GROSS WEIGHT |  | | |  |  |  |  |  |  |  |
| EST. NET WEIGHT |  | | |  |  | EXPORTER |  |  |  |  |
| CARRIER |  | | |  |  | (SIGNATURE) |  |  |  |
| ADDITIONAL CUSTOMS INFO | | | |  |  |  |  |  |  |  |
| REASON FOR EXPORT | |  | |  |  | DATE |  |  |  |  |
| PORT OF EMBARKATION | |  | |  |  |  |  |  |  |  |
| COUNTRY OF ORIGIN | |  | |  | *For questions concerning this invoice, please contact* | | | | | |
| PORT OF DISCHARGE | |  | |  | Name, (321) 456-7890, Email Address | | | | | |
| AWB / BL NO. | |  | |  | www.yourwebaddress.com | | | | | |

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