

Sample Pro Forma Invoice

Proformal Invoice	
Exporter	
XYZ Exporter	
8888 Happy Way, Pullman, Washington 99163, U.S.	
Phone: (509)123-456	
Bill To	
ABC Importer	
6666 Fortune Way, Heze, Shandong 526850, China	
Phone: (2342)5842-1253	
Proformal Invoice No	10001
Date	15/12/2005
Product Description	
Gross Weight	_____
Net Weight	_____
Harmonized Tariff Schedule (HTS) Code	_____
Quantity	_____
Unit Price	_____
EX-WORKS(EXW) Pullman, Washington, U.S.	_____
Inland Freight	_____
Export Packing	_____
Charges for Export Documentation	_____
Freight Forwarder	_____
Ocean Freight	_____
Ocean Terminal Handling Fees, Unloading Charges, Dock Charges, Forklift	_____

Charges

Insurance to Entry Port

Other Charges

Cost, Insurance and Freight (CIF) Port of Qingdao, Shandong, China

Country of Origin: U.S.

Shipped via Ocean Freight

Shipped from Port of Seattle, Washington, U.S.

Shipped to Port of Qingdao, Shandong, China

The Terms of Sale: Cost, Insurance and Freight (CIF) Port of Qingdao, Shandong, China

The currency of sale: U.S. Dollars

Terms and Conditions of Payment:

The irrevocable letter of credit payable through:

All People United Bank

1656 Main Street, Seattle, Washington 99653, U.S.

Phone: (509)123-7890

The quotation is to be expired 30 days after issue.

The shipment is to be made 30 days after order and an acceptable letter of credit.

The letter of credit is to be expired 30 days after shipment.

Statement

All information in current pro formal invoice is true and correct.

Signature and Title of Authorized Person

Date

Place

