**Pro Forma Invoice**

**Pro Forma Invoice Outline - Sample**

| To: | Buyer Name |
| Address | Buyer Address |

**Pro Forma Invoice No:**

**Date:**

**Our Reference:**

**Your Reference:**

We hereby quote as follows:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Model</th>
<th>Description</th>
<th>USD Unit</th>
<th>USD Total</th>
</tr>
</thead>
</table>

- Export Packing
- Inland Freight
- Shipped via Ocean or Air
- Freight and Insurance
- Inspection/Certification
- Forwarder's documentation, legalization fees

**Terms of Sale (FOB/C&F/CIF/Other)**

- Gross Shipping Weight (lbs.)
- Cubic Volume (cubic meters)
- Number of Cartons/Containers
- Country of Origin:

**Terms and Conditions:**

- All prices quoted in U.S. dollars.
- Prices quoted valid for _____ days from this date.
- Shipment from factory estimated at _____ days from receipt of
- Purchase order for _____ (as letter of credit).

**Terms of Payment:**

- (Cash in advance, letter of credit, sight draft, time draft, open account; detail as applicable)
- in the amount of U.S. dollars (shown in writing and figures)

Banking charges for

- Partial shipments
- Transhipments

______

(Authorized Signature, Title)