

APPENDIX H: Sample Pro Forma Invoice

PRO FORMA INVOICE

YOUR COMPANY NAME, INC.
 123 Main Street
 City, State 00000
 Telephone: (123) 456-7890

SOLD TO: _____

MARKS:

FORWARDING AGENT

Date:
 Expiration Date:
 Our Reference No.:
 Your Reference No.:

MERCHANDISE:

QUANTITY	MERCHANDISE DESCRIPTION	UNIT PRICE	SUBTOTAL
15	CASES OF BRANDNAME HOTSAUCE 20 CT 7.5 OZ. BOTTLES	\$20.00	\$300.00

(These headings are suggestions only, you may choose to change them to suit your product, etc.)

Quotation Basis _____ Estimated Gross Wt.
 () FOB _____ Estimated Cubic Wt.
 () CIF _____ Number of
 () C & F _____ Packed for _____ freight
 Port of Embarkation
 Port of Discharge

F.O.B. Factory Price..... US\$
 Inland Freight via _____ to _____
 Export Crating fee.....
 Ocean/Air Freight to _____ via _____
 Rate (does) (does not) include insurance.....
 Consular Fees.....
 Freight Forwarder Charges.....
Total (CIF) (C & F) (FOB) (Port of Discharge) approximately _____ US\$

TERMS OF PAYMENT: Irrevocable, confirmed letter of credit of certified funds. All letters of credit must be payable upon presentation of shipping documents and must specify that all charges incurred for negotiation are for applicant's account.

I certify the above to be true and correct.

 YOUR COMPANY NAME, INC.