



**BRISTOL
CARDIFF
BATH**

Proforma Invoices

A pro-forma invoice must be used when the goods are being supplied free of charge to the consignee - for example gifts or samples.

A pro-forma invoice must contain the following information:

- Full name and postal address of the shipper and the receiver with contact details
- Number and date of issue of the pro-forma invoice
- Description of goods in plain language and in sufficient detail
- Quantity of goods, price per unit, total value of every position
- Total value of goods
- Currency
- Country of origin of the goods (manufacturer name is not obligatory, but helpful)
- The purpose for export (it is necessary to mention whether the shipment goes under the contract, or free of charge)
- Payment terms (indicate: FREE, value for customs purposes only)
- Delivery terms (Incoterms 2000) in accordance with agreement
- Number and date of agreement
- Invoices should contain signature and stamp

Bristol Office
Priority Express (Couriers) Ltd
Unit 5, St Philips Central,
Albert Road,
Bristol. BS2 0JX

Company Name: Priority Express Couriers Ltd
Registered in English & Wales No. 2369219

Bookings & Operations
0117 916 5090

Accounts & Credit Control
0117 916 5093

Email
customercare@priorityexpress.co.uk

In Partnership With



COMPANY LETTER HEADED PAPER

Sender's Name
Sender's Address
Sender's Telephone Number

IMPORTER'S DETAILS

Importer's Name
Importer's Address
Importer's Telephone / Fax Number

PROFORMA INVOICE

Invoice Number: _____ Invoice Date: _____

Quantity	Description of Goods	Net Weight	Harmonised Tariff Code	Country of Manufacture	Currency	Unit Value	Subtotal

Total Weight: _____ Kgs
Reason for Export: _____

Total Value: _____
Currency: _____

For Proforma Invoices only:
(Statement for Customs Purposes)
**GOODS NOT FOR RE-SALE, GOODS OF NO COMMERCIAL VALUE.
GOODS SUPPLIED FREE OF CHARGE.**

*This information is obligatory.
Any references to payment terms are prohibited.*

Original Company Stamp
Sender's Original Signature