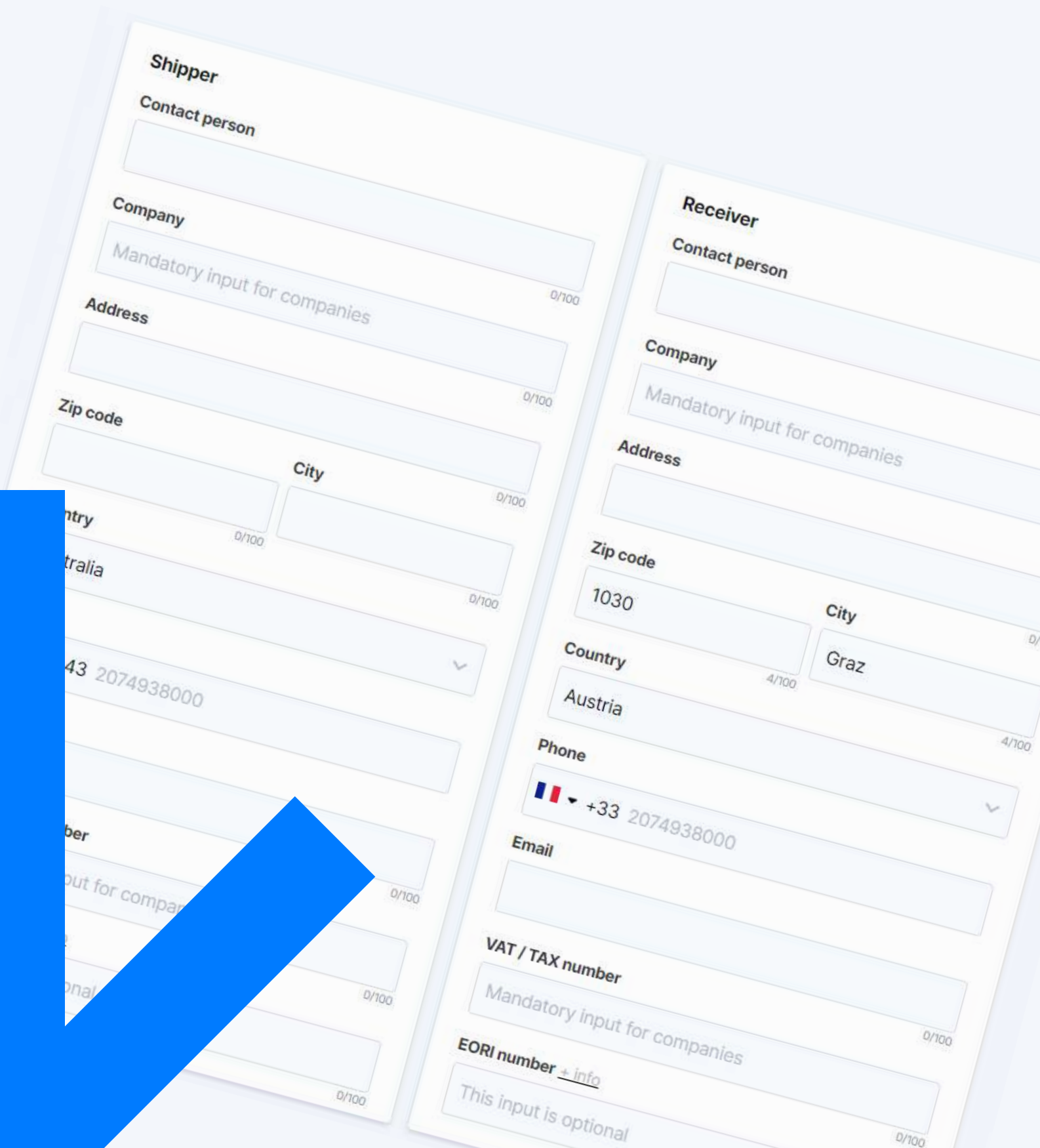


Proforma invoice template and guidelines



The image shows a digital form for a proforma invoice, divided into two main sections: Shipper and Receiver. The Shipper section includes fields for Contact person, Company (with a mandatory input note), Address, Zip code, and City. The Receiver section includes fields for Contact person, Company (with a mandatory input note), Address, Zip code (pre-filled with 1030), City (pre-filled with Graz), Country (pre-filled with Austria), Phone (pre-filled with +33 2074938000), Email, VAT / TAX number (with a mandatory input note), and EORI number (with a note that it is optional). A large blue arrow points from the bottom left towards the form.

Shipper

Contact person

Company

Mandatory input for companies

Address

Zip code

City

Country

Australia

43 2074938000

ber

out for compar

onal

Receiver

Contact person

Company

Mandatory input for companies

Address

Zip code

1030

City

Graz

Country

Austria

Phone

+33 2074938000

Email

VAT / TAX number

Mandatory input for companies

EORI number [+ info](#)

This input is optional

After clicking on the link in your "Awaiting customs documentation" email, you will be directed to the Proforma Invoice generator page. You will be required to fill out all the details of your shipment to generate your proforma.

Below is an example of how the blank proforma will look. Please note that this is just an example and you do not need to fill in this template.

STEP 1

Provide complete shipper and receiver details

Insert **all** the required information

Shipper

Contact person

 10/100

Company

 22/100

Address

 61/100

Zip code 7/100 **City** 10/100

Country

 5/100

Phone

 14/100

Email

 30/100

VAT / TAX number

 11/100

EORI number [+ info](#)

 14/100

Receiver

Contact person

 14/100

Company

 0/100

Address

 18/100

Zip code 5/100 **City** 17/100

Country

 5/100

Phone

 14/100

Email

 24/100

VAT / TAX number

 0/100

EORI number [+ info](#)

 0/100

Make sure to provide **local phone numbers** for each country

If the shipper and/or recipient are **private**, the company, VAT, and EORI fields are optional

STEP 2

Provide a detailed description of the cargo

Choose the currency

GBP

Fill in the required details about each product

Ensure that you provide the correct **6-8 digit HS code** for each item

Product #1 🗑️

Description of content

Handlebar 9/100

Country of origin	HS code ⓘ	Quantity
United Kingdom (mainland) ▾	87149910	1
Unit weight	Unit value	Subtotal value
0.16 kg	99 GBP	99 GBP

If you are shipping more than one of the same product, select the right quantity

Product #2 🗑️

Description of content

Crank gear 100

Country of origin	HS code ⓘ	Quantity
United Kingdom (mainland) ▾	87149630	1
Unit weight	Unit value	Subtotal value
0.42 kg	125.99 GBP	125.99 GBP

STEP 3

Upload other relevant documents

Upload your invoice This step is optional Remove files

Upload any additional documents related to the products being shipped, such as purchase receipts or commercial invoices

[Add files](#)

Upload files

Ensure that all values, including HS codes, package weight, currency, and so on, are identical across all documents.

Summary

Order code	382260-23	Total quantity	2
Total weight	0.58 KG	Total value	224.99 GBP

The information in the summary box will be automatically populated.

Select the reason for export, then click on next to submit and generate the proforma invoice

Reason for export
Choose an option

Date **23 June, 2023**

We hereby certify that the information provided is true, correct and in accordance with the laws of the respective countries.

Next

STEP 4

Print your proforma invoice

After submitting your completed proforma invoice, you will receive a "Proforma" email with your document attached for printing. It should look like below:

Proforma invoice

Shipper

Contact person: John Smith
Company: Smith's Biking Company
Address: 1 Coronation Road
Zip code: TW1 3AH
City: Twickenham
Country: United Kingdom
Phone: +441632960679
Email: info@smithsbikingcompany.co.uk
Vat number: GB802311781
EORI number: GB802311781000

Receiver

Contact person: Andreas Müller
Company:
Address: Am Hauptbahnhof 14
Zip code: 60329
City: Frankfurt am Main
Country: Germany
Phone: +4930774615846
Email: andreas.muller@gmail.com
Vat number:
EORI number:

Description of content	Country of origin	HS code	Quantity	Unit weight (kg)	Unit value	Subtotal value
Handlebar	United Kingdom		1	0.16	99 GBP	
Crank gear	United Kingdom		1	0.42	125.99 GBP	
Total quantity:2			Total weight: 0.58 KG		Total value: 224.99 GBP	

Reference number: 927882-23

Reason for export: Commercial

I/We hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above

Date: 2023.05.11

*Please note that the information provided in this document is intended as a guideline only. Users must exercise caution and diligence when completing the proforma invoice to ensure accuracy and completeness. It is the user's responsibility to review and verify all information before submitting the document to avoid any potential errors or delays.



Jan Štefe
CEO

"Your shipment is in good hands"

A team of experts always by your side in every step, until the successful delivery!

We are striving to give you the best shipping experience, with no stress or complications.

Do not hesitate to contact our customer support team for any question.

[Contact us](#)