



Pro forma filling instructions

When goods are sent abroad e.g. for specimens or to be repaired, a pro forma invoice is to be attached. Pro forma needs to be filled in with the regarding information:

Sender details

Fill in sender details fully.

SENDER:	
Company name:	
Name/Department:	
Address:	
City/Postal Code:	
Country:	
Telephone No:	
VAT Registration No:	

PROFORMA INVOICE

No.

Receiver details

Fill in receiver details fully.

RECEIVER:		CONSIGNMENTNOTE No:	
Company name:		Date:	
Name/Department:		Number of Pieces:	
Address:		Total Gross Weight:	
City/Postal Code:		Total Net Weight:	
Country:		Carrier:	
Telephone No:			
VAT Registration No:			

Description of goods

Fill in customs tariff heading (in written), 8-digit customs tariff (in numbers), country of origin, quantity, unit value and currency and sub total value and currency.

Full Description of goods	Customs commodity code	Country of Origin	Qty	Unit Value and Currency	Sub total Value and Currency
				TOTAL VALUE AND CURRENCY:	

The value is for customs purposes only and the shipment has no commercial value.

Reason for export

Fill in the reason for export (e.g. repair, quarantine delivery, warranty repair, temporary export).

REASON FOR EXPORT: TERMS OF DELIVERY:

I declare that the above information is true and correct to the best of my knowledge.

Date: _____ Signature: _____
Name: _____

IF IT REGARDS:

The exporter of the product covered by this document (custom authorization No. _____) declares that, except where otherwise clearly indicated, these products are of _____ preferential origin.

Date: _____ Signature: _____
Name: _____

Terms of delivery

Fill in the terms of delivery (e.g. CIF New York, Incoterms 2000).

Date, signature and declaration

Fill in date, signature and declaration. Declaration can be signed by the sender if the value of the consignment

is less than 6000 euro. Consignments valued over 6000 euro must have Movement Certificate EUR.I attached. Exporter authorized by the customs can give invoice declaration to all consignments without value limits. In that case custom authorization number is to be used.

Note! All the consignments should be attached with several original (signed and stamped) invoices. Invoice has always to be filled with reason for export and terms of delivery.