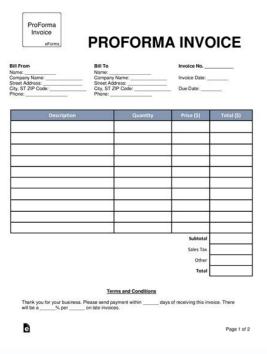
Proforma invoice template

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PROFC		+1(321)456- 7 your@email.c		Your Stree	
Company Na	ame	yourwebsite.c	om	ZIP Cod	
BILL TO	Name:		ESTIN	MATE TOTAL	
Invoice Number:	Street:				
Date:	City, State, Country: Ther ID: Phone:		\$	\$0.00	
Customer ID:					
		PRODUCTS	·		
Quantity	Descripti	ION	Unit Price	Amount	
			nated. Shipping		
		LABOR	Julia F Toologo		
Hour	Descripti	ion	\$ / Hour	Amount	
Payment is due within	# of days.		Total Labor		
Payment is due within # of days.  Comments or Special Instructions:			Subtotal		
			Sales Tax		
			TOTAL		

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Pro	oforma Ir	ivoice			
SELLER / SHIPPER (Name, Full Address, Country)		Invoice Date and Number Customer Order Number		rder Number	
		Bill of Lading / Air Waybill Number			
CONSIGNEE (Name, Full Address, Country)  Notify Party (Intermediate Consignee)		Air/Ocean Port of Embarkation Final Destination			
		ks and Numbers	Exporting Ca	Exporting Carrier	
		Date of Export			
		Terms and Conditions of Delivery and Payment (incoterms)			
currency of Sale	Tota	I Number of Packages	Total Gross	Weight (kg)	
Complete And Accurate Commodity Description, Country of Manufacture, and HTS Code	Net Weight	Quantity / Unit of Measure	Unit Price	Amount	
These commodities, technology, or software were exported United States of America in accordance with the Expanding stration Regulations. Diversion contrary to U.S. Is	port	Packing Costs Freight Costs	Carete		
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PARCEL 2 SHIP
PROFORMA
INVOICE

P2S ORDER NO:\_\_\_\_\_

DATE: \_/\_/\_\_\_

SENDER:
Name:
Street Address 1:
Street Address 2:
City:
County:
Postcode:

RECIPIENT:
Name:
Street Address 1:
Street Address 2:
City:
State:
Post / Zip Code:

WAYBILL NUMBER	CURRENCY	VAT NUMBER	TYPE OF EXPORT	REASON FOR EXPORT	TERMS OR TRADE
	GBP	NOT VAT REGISTERED		1	DDU

QUANTITY	DESCRIPTION	COUNTRY OF ORIGIN	UNIT WIEGHT	UNIT VALUE	TOTAL
		SHIPPING CHARGES			E
	тот	AL INVOICE AMOUNT			3

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.

SIGNATURE:....

NAME:....

DATE:....

Thank You for Shipping with www.Parcel2ship.co.uk

Create a proforma invoice using our free template listed below. A pro forma invoice is very similar to a sales quote because it is used to indicate a planned transaction or statement. It may be similar to a confirmed purchase order and may be legally binding, depending on the circumstances.[1] Advertisement Vertex42's Proforma Invoice. This is a common form used in both domestic and international trade, where additional shipping details and the currency need to be defined, as well as details required for customs. We've designed our Pro Forma Invoice templates. See below for more information. How to Use the Pro forma Invoice Template The template follows a typical pro forma format. Simply download and fill out your business and customer information. Then begin filling out details of the proposed transactions including shipping details, payment terms, additional fees, costs and sales terms. Use the tips below and the info to the right of the form for help with specific sections. Sometimes you'll need to include additional lines of details on separate rows. If your item description is longer than a single line, increase the height of the row. The text is designed to wrap, but because the cells are merged, the row height doesn't adjust automatically. If you want to include a Return inside the cell description, press Alt+Enter. If the pro forma will be used for customs, fill out the Reason for Export and sign the document. Otherwise, you might simply delete those sections. Tips Make your price quote, proforma and commercial invoices similar in layout and appearance so that you can quickly transfer information from one to the other to minimize paper work. If you are shipping internationally can be confusing and full of different fees. Make sure to do adequate research or seek professional assistance. Make sure to include your company letter head at the top. This is required in some countries. Why Use a Proforma invoice? Proforma in transaction so that the customer knows exactly what they will be paying, leaving no room for surprises. This can help companies close deals because it helps customers become more comfortable about the complete terms of the deal. Enabling Payment - A proforma invoice is often used by the buyer to secure credit for the purchase of the goods or services. In the case of international business, this credit is often issued as a Letter of Credit, typically required before the goods will ship. Without this invoice, many international transactions would never occur. Crossing Borders - In many countries, a pro forma can be used to secure customs paperwork, consular invoices and to determine shipment values for calculating custom duties and import taxes. With this invoice, all of this necessary paperwork can be processed before the shipment leaves the suppliers, decreasing total transit time. Expedite Invoicing - Once a pro forma has been finalized, a commercial invoice is quickly finalized and dispatched to the customer for payment. References and Resources [1] Pro Forma at wikipedia.org - Information about the meaning of "pro forma". Government Information and resources on exporting into the U.S. Check out page 38 for information on Pro forma Invoices. International Trade Administration at trade.gov - U.S. Government site with articles, links and guides for conducting international business resource on international business resources and issues maintained by Michigan State University. Trade Port at tradeport.org - A collection of information and resources for businesses seeking to conduct international trade (with a focus on California) Industry Canada at ic.gc.ca- Canadian Government site with a collection of resources and guides for doing business with Canada. Important Disclaimer - The information on this page and the template are for educational and illustrative purposes only. You should consult the appropriate laws and professionals before using this information, or using the template in your products or services. But writing and mailing paper invoices by hand isn't the most efficient use of your time when you could be bringing in more business. Using a ready-made invoices are always accurate, consistent, and professional. Jotform makes online invoicing easier than ever. No matter what type of business you operate, you can easily create and send invoices using these free invoices. With your invoices saved as downloadable PDFs, you'll be able to email them directly to customers or print them to give in person. Simply select any of the invoice templates below to customize with our drag-and-drop PDF Editor. Upload your company's logo, add your terms and conditions, change the given text, and rearrange the template will automatically generate PDF invoices for each form submission, making it easier to keep track of every purchase from your business. Here are the basics steps involved in setting up an invoice using a Word template--along with a sample template you can download and customize. When it comes to performing calculations in a Word document, we tend to think of embedding or linking an Excel worksheet—but this can be overkill. Sometimes, a better approach is simply to insert a table in a document and perform the calculations in it. Word tables have a number of applications: staffing rotas, timetables, pricing charts, quotations, and logo, along with a table that itemizes the costs, parts, and labor; automatically calculates the totals and taxes; and presents a total amount payable. You can even include Fill-in fields to automatically prompt for customer information. Once you set up this invoice framework, save the blank form as a template, fill in the customer information when prompted, and enter the invoice amounts in the table. You can then update that you can customize to fit your needs. Let's look first at some template-building basics; then, I'll explain how to modify and use my sample template. Laying out the heading The first step in building an invoice template is to design the heading, save it so you can use it for other marketing material, such as flyers, price lists, and announcements. AutoText tip One convenient way to preserve an element such as a heading is to save it as AutoText. Just select the items that make up your heading and press [Alt][F3]. When Word presents the Create AutoText dialog box, enter a name and click OK. Now, whenever you need to insert the heading in a document, you can just position the insertion point where you want the heading to appear and type the AutoText name. By default, Word will offer to auto-complete the name, and you can press [Enter] to insert the heading. If this feature is turned off, just type the AutoText name and press [F3]. Creating the body of the document Think about the wording you're going to use in your invoice. Be careful not to fall into grammatical errors that can make you and your business look unprofessional. In my template, I used an automatic Date field so that each invoice I create from the table When you're ready to add the table to your template, display the Tables And Borders toolbar. As with the other toolbars available in Word, you can switch on this one from View | Toolbars. Most of the table options can be reached from this toolbar. Decide how many rows and columns you need in your table. You can always insert extra rows, but it is nice to start out with something you don't need to alter too much. Once you have planned the layout, click on the Insert Table button. You will see a dialog box where you can select the number of columns and rows in your new table. Entering the calculations Look at the Tables And Borders toolbar. There's a funny symbol at the bottom-right: S.This is the AutoSum button. By clicking in an empty cell below a column that will contain values, you can use this button to perform simple addition. When you click AutoSum, Word will insert the function {=SUM(ABOVE)}. Should you wish to add a calculation for sales tax or VAT (UK), insert a formula field. First, click in the next paragraph. To create the tax calculation, I have used the UK rate of sales tax (VAT or Value Added Tax) of 17.5 percent. The formula multiplies the total, which, in this example, is cell B6, by 1.175. You can alter this formula for use in your locality by changing the figure after the \* symbol. For instance, to add a 4 percent sales tax, you would alter this formula to read { = B6\*1.04 }, as shown in Figure A. Figure A. The cells in a Word table work in the same way as those of an Excel worksheet. The drawback is that the tollewing table, the cell containing Cleaning floppy drive is cell A1, and the cell containing 52.875 is B7. Cleaning floppy drive 3 Virus scan 6 Hourly charge 22 Replacement IDE cable 5 Replacement with a .dot file extension. This will make it available from the File | New command. Modifying and using the sample template To put my sample invoice template to work, first open it and replace the heading and company information with your own. (To open the template to work, first open it and replace the heading and company information with your own.) You might find it useful to work with field codes displayed so that you don't accidentally delete any fields. You can toggle the display on and off for the entire document by pressing [Alt][F9]. If you are not in Britain, you'll want to alter the calculation to reflect your own rate of tax. Right-click on the contents of the last cell and select Toggle Field Codes (if you're not already displaying the codes). You should then see { =B6\*1.175 }. Change the multiplier from 1.175 to the rate at which your local sales tax at 4 percent, the code should read { =B6\*1.04 }. You may also want to modify the Fill-in field prompts to ask for different customer data. For instance, you might prompt for city, state, and ZIP code rather than town, country, and post code. With field codes displayed, simply edit the text that appears in quote marks within the Fill-in fields. After you've modified the templates when you create a new document, be sure to place it in your default location for templates. Now whenever you use this template to raise an invoice for your personal services, you can enter the appropriate information, update the calculations, print the document, and send it to your client. You can also copy the data into reminder letters, should your client fail to settle an account promptly. Published: March 14, 2006, 12:00 AM PST Modified: June 8, 2007, 9:53 AM PDT See more Software

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