

Proforma / Invoice

A commercial or pro forma invoice is needed when you ship goods outside the European Union. It is mainly a declaration including all information relating to goods, which will be used by customs authorities in order to evaluate the duties or taxes to pay.

- * A commercial invoice is used when the goods are related to a commercial transaction or for resale.
- * A pro forma invoice is used when sending goods without any commercial value (for example samples).

!!! 3 copies of invoice / proforma must be attached to the parcel in the sticky pocket.

VAT is required only in case sender is company

The requirements for EORI:

- B2B: need EORI for shipper & consignee
- B2C: need EORI for shipper
- C2C: no need

Language of the invoice has to be English.

Currency is the one declared by the customer. Can be any currency.

Minimal values in invoice:

For document without any commercial value, minimal value is 0€;

For goods, minimal value to be 1€;

PROFORMA - INVOICE

Proforma - Invoice Number:

Proforma Invoice Date: xxxxx

Sender:

Company Name: xxxxx
Street/No: xxxxx
Postal Code: xxxxx
Town: xxxxx
Country: xxxxx
Telephone: xxxxx
E-mail: xxxxx
VAT No.: xxxxx
EORI code: xxxxx

Receiver:

Company Name: xxxxx
Street/No: xxxxx
Postal Code: xxxxx
Town: xxxxx
Country: xxxxx
Telephone: xxxxx
E-mail: xxxxx
VAT No.: xxxxx
EORI code: xxxxx

No	Description of goods	Customs Tariff No	Country of Origin	Quantity	Unit Value	Sub Total Value
1.	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
2.	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
					Total Value:	xxxxx
					Currency:	xxxxx

Shipment Data

Carrier: DPD Delivery Terms: DAP
Net Weight (kg): xxxxx Parcel Label Number: xxxxx
Gross Weight (kg): xxxxx Dimensions (HxWxL): xxxxx
Number of parcel: xxxxx
Note: xxxxx

For customs purpose only.

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

The exporter of the products covered by this document declares that, except where otherwise clearly indicated, these products are of EEC preferential origin.

Place / Date: xxxxx

Signature: xxxxx
Name: xxxxx

*Red colored fields are mandatory ones

**Green colored fields are optional