

Pro forma invoice

For samples, gifts and possessions, you may use a pro forma invoice instead, providing the total value does not exceed the country lower value limit. In this case, the recipient may not have to pay customs duties. It must be clearly marked 'Pro forma invoice' and include the same information as a commercial invoice plus the following:

- The statement 'sample/gift/possession' (as appropriate) and the exact value in the unit value and total value boxes. We suggest that there is always an inherent value in everything, so even for documents we recommend a nominal declaration, even for the value of the paper.
- Reason for sending (e.g. 'sample for exhibition', 'gift' and so on) on the invoice (we suggest near the invoice number).

Pro forma invoice example

ANY COMPANY CLOTHING
Any unit, Any street, Any City, AN1 0TH
 T: 1234 567 890
 F: 1234 567 890
 E: sales@anycompany.com
 www.anycompany.com

PRO FORMA INVOICE

Sender Details	Date / Place	Any City, 00/00/05
Name	Invoice no	123456789
Address	Purchase Order	123456789
City	Terms of delivery	DDU
Postcode	Reason for sending	Samples for exhibition
Country		
Telephone		
Fax		
VAT number (or not VAT registered)		

Despatched to	Sold to
Name	Name
Address	Address
City	City
Postcode	Postcode
Country	Country
Telephone	Telephone
Fax	Fax
	VAT number (or not VAT registered)

No of units	Description	HS Code	Country of origin	Unit weight	Unit value	Total value
2	Mens cotton shirts (sample)	610510	UK	0.3 kg	£2	£4
5	Wool ankle socks (sample)	611591	UK	0.1 kg	£1	£5

Total value £9 (sample)
Currency used GBP Sterling
Shipping cost £20
Total weight 1.1 kg
Total items 7

I declare that all the information contained in this invoice to be true and correct

Signature/stamp Any Name
Title Sales Manager