**PROFORMA INVOICE**

**Waybill No** **Insert Waybill Number**

**Date Insert date of waybill**

|  |  |
| --- | --- |
| **Senders Address (no private individuals):**  Senders Address | **Delivery terms (Incoterms)**  DAP - The seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. The seller is required to clear the goods for export and the importer is responsible for effecting customs clearance, and paying any customs duties.  DDP – Delivery Duty Paid – the university would be accepting any charges liable for tax and duty, these would be reverted back to the University to pay |
| **Ship to (no private individuals):**  Put delivery address of consignee/receiver (where the Goods should be delivered to after Clearance as per airwaybill)  **Contact person:**  First name and family name of contact person at the receiving company  **Phone:**  Phone number of contact person at the receiving company for clearance and delivery | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| No item | **Description** | **Country of origin** | **Net weight/kg** | **HS Code** | **Qty** (pieces) | **Unit price, GBP** | **Total price, GBP** |
| 1. | **PUT FULL DETAILED DESCRIPTION OF THE GOODS:**  **PURPOSE OF USE;**  **MATERIAL;**  **TRADE MARK;**  **model/part number/serial number/article/ technical parameters/ chemical composition** | **PUT COUNTRY OF ORIGIN**  **NAME OF MANUFACTURER** | **Indicate net weight per each line/position** | **Not** | **Indicate quantity per each line/position** | **Insert retail value. Attach proof of value: e.g. 1) pricelist or 2) proof of payment or 3) export declaration copy etc** | **Insert Total retail value** |

|  |  |
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| **Insurance cost, GBP:** |  |
| **Freight cost, GBP:** |  |
| **Total for payment, GBP:** |  |

|  |  |
| --- | --- |
| **Gross Weight, kg (total) :** |  |

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| **Signed by:** |  |