

# Sample Invoice/Proforma



## MCT MACHINERY

MCT MACHINERY  
DUBLIN ROAD  
CARRICKMACROSS  
IRELAND

01\*\*\*\*\*  
MCT\*\*\*\*\*@\*\*\*\*\*  
\*\*\*\*\*.com

BILLED TO  
WINDSOR MACHINERY  
MACHESTER ROAD  
LIVERPOOL  
UK

Invoice No #100  
Date: 01.01.2019

## COMMENTS AND SPECIAL INSTRUCTIONS

PO Number	12345
Shipping Method	Sea
Cert of Origin	N/A
Additional Paperwork (E.g. Safety Certificates, Export Licences etc.)	N/A
Incoterm	CIF
VAT number	
Order Number	
Invoice Currency	EURO
Payment Terms	E.g.: on receipt or 30 days from date of invoice

QUANTITY	DESCRIPTION	ORDER NUMBER	Commodity Code	UNIT PRICE	TOTAL – CURRENCY (€)	EURO	NOTES
20	Carrier Bags	1444556	3923210000	€2,470.00	€49,400.00	€14,487.71	
		Incoterm	CIF	Transport Cost and Other	Shipping and Handling	€150.00	See note a
					<b>Subtotal - Value before Duty &amp; VAT</b>	<b>€15,162.71</b>	
			Box 44		Other	€0.00	See note b
					Duty	€0.00	
				No VAT charged for the purposes of this example	<b>Tax/VAT</b>	<b>€0.00</b>	<b>See note c</b>
					<b>TOTAL</b>	<b>€49,550.00</b>	

### NOTES

- a) On the export declaration it will not ask you for the Incoterms, however you will still need to know this and include it in your invoice. note a lot of companies include this in the price per unit.
- b) Export is a simplified document compared to the Import Document - you are only declaring the customs value for export purposes i.e. value for trade statistics and for export VAT purposes - no adjustments normally required as there are no matters affecting the declared price.
- c) In the current scenario, the UK and Republic of Ireland have said there will be no VAT collected at the point of entry. Note - VAT is chargeable on the value including / plus freight.

# Sample Packing List



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NO OF PALLETS	ITEM # COMMODITY CODE	DESCRIPTION	GROSS WEIGHT KG	NET WEIGHT KG	PACKS	ORDER QTY	SHIP QTY
1	3923291000	PLASTIC BAGS	477.75	470	n/a	1	50
2	3923291000	PLASTIC BAGS	477.75	470	n/a	1	50
3	3923291000	PLASTIC BAGS	477.75	470	n/a	1	50
4	3923291000	PLASTIC BAGS	477.75	470	n/a	1	50
5	3923291000	PLASTIC BAGS	477.75	470	n/a	1	50
6	3923291000	PLASTIC BAGS	477.75	470	n/a	1	50
7	3923291000	PLASTIC BAGS	477.75	470	n/a	1	50
8	3923291000	PLASTIC BAGS	477.75	470	n/a	1	50
9	3923291000	PLASTIC BAGS	477.75	470	n/a	1	50
10	3923291000	PLASTIC BAGS	477.75	470	n/a	1	50
11 - 20.	3923291000	PLASTIC BAGS	4777.5	3760	n/a	10	500
		<b>TOTAL</b>	9555	9400	0	20	1000

COMMENTS:

*Backordered items will ship as they become available*

**Pallet Weight Total 20kg per pallet**

# Sample Shipping Instructions for Freight Forwarder



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### INFORMATION REQUIRED

Freight Forwarder	FF Northern Ireland
Weight	9555
Number of Pallets	20
Value of Shipment	€49,550 Final Invoice Value
Special Temperature Instructions	0
Mode of Transport	Sea
Order Number	1444556
Other Detail	N/A