

### 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

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

<b>Despatched to</b>	<b>Sold to</b>
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