

HOW TO FILL IN YOUR PROFORMA INVOICE CORRECTLY

Date & Air Waybill

Please fill in today's date and the air waybill # used for tracking your shipment and correspondence.

No. of Pieces & Total Weight

Enter the total number of shipments to be shipped (not the individual items inside the shipment). Enter the total (sum) weight of the shipment.

Country of Origin

Enter the shipment's country of origin.

From (Shipper)

Shipper's Name - Enter your first and last name.

Address - Enter your full address.

Tel/Fax - (Required) Enter your contact number or email. Please list a contact number where we can reach someone if needed.

To (Receiver)

Enter the recipient's first and last name & company.

Address - Enter your full address.

Tel/Fax - (Required) Enter your contact number or email. Please list a contact number where we can reach someone if needed.

Shipment Details

Total # of items - Enter the total number of packages in the shipment.

Full Description of Goods - Enter an exact and complete description for each commodity.

Unit Value - Enter the per unit value of goods to be shipped.

Total Value - Multiply the Unit Value with the Quantity and enter the total value of your shipment.

Reason for Export

Enter your reason for export and check box where applicable.

Shipper's Authorisation (Signature)

(Required) This Proforma Invoice must be signed by the sender or the company's representative. Please print your full name and position.

PROFORMA INVOICE VS COMMERCIAL INVOICE

Proforma Invoice - The Proforma invoice describes the details of certain commodities and resembles a Commercial Invoice; the Proforma invoice is needed for all the international non-document shipments, and is used for the customs in the country of destination to determine the customs value.

Commercial Invoice - A commercial invoice form is used when dutiable goods are shipped internationally. It is a requirement of customs officials that a commercial invoice must be filled prior to the goods leaving the country. The use of commercial invoices is a way to ensure that dutiable goods are shipped safely and follow the country's governing tax laws.

(A sample template may be available upon request or downloaded from our website for your reference. All proforma/commercial invoices are required to be printed on the shipper's corporate letterhead.)

PROFORMA INVOICE (型式發票)			
DATE (日期): _____		HAWB (空運提單號碼): _____	
NO. OF PIECES (件數): _____		TOTAL WEIGHT (總重量): _____	
COUNTRY OF ORIGIN (產地來源): _____			
SHIPPER INFORMATION			
Shipper (託運人名字): _____			
Address (地址): _____			
Tel (電話): _____		Fax (傳真號碼): _____	
RECEIVER INFORMATION			
Receiver (收件人名字): _____			
Address (交付地址): _____			
Tel (電話): _____		Fax (傳真): _____	
NO. OF ITEMS (貨件數量)	FULL DESCRIPTION OF GOODS (貨物的詳盡描述)	UNIT VALUE (單位價值)	TOTAL VALUE (總價值)
TOTAL INVOICE VALUE (總提單價值)			
REASON OF EXPORT (出口原因)			
Please check box where applicable: <input type="checkbox"/> Printed Matters Only <input type="checkbox"/> Not for Resale/Internal Office Usage Only 填寫閣下的出口原因，並在適當空格畫上「√」號。			
I/We hereby certify that the information on this invoice is true and correct to the best of my knowledge and that the contents of this shipment are as stated above. If any part of this shipment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the IATA Dangerous Goods Regulations. (本人/敝公司在此證明發票上資料確實無誤，有關寄件貨物已詳細列明。如貨件某部分包含爆炸品、易燃裝置或危險貨物，該部分之包裝已根據危險品運輸條例而正確處理及安排相關托運。)			
SHIPPER'S SIGNATURE & COMPANY'S CHOP 託運人授權(簽署及公司印章)		NAME & POSITION (IN BLOCK LETTERS) 姓名及職位(正楷)	

CONTACT US:

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