


# Pro Forma

This simple guide will help you fill in your Pro Forma correctly to enable faster clearance and delivery of your shipment.

Pro Forma Invoice					
OCS Worldwide Courier Waybill (CWB) No. <b>84123456789</b>			Export References <b>TF98765</b>		
Shipper/Exporter (Contact, Company and address) <b>Joe Tanaka The Grand West Ltd 45 East Street Morden, Surrey SM4 9IT UK Telephone: 44+ 207 123 123</b>			Recipient (Contact, Company and address) <b>Peter Johnson, IT Solutions Plc 231 South Road York Business Estate Miami, US FL 33001 Telephone: +1 123456789</b>		
Shipper VAT No. <b>9876543</b>			Recipient TAX / EIN / SSN Number <b>FT56789</b>		
Country of Export <b>England</b>			Importer - if different to recipient <b>As Above</b>		
Country of Origin / manufacture <b>As Above</b>			Telephone:		
Country of ultimate destination <b>USA</b>			Importer TAX / EIN / SSN Number		
Reason for Export <b>Stock Supply</b>			Total Weight (Kg) <b>3.5</b>		
Date of Export <b>08/12/04</b>			Currency <b>GBP</b>		
No of Packages	Type of package	Full description of goods with commodity code if available	Qty	Unit Value	Total Value
<b>1</b>	<b>Brown Box</b>	<b>Parallel printer cabel (stock supply)</b>	<b>2</b>	<b>10</b>	<b>20 GBP</b>
Total <b>1</b>			Total invoice value <b>20 GBP</b>		
I declare all the information in this invoice to be true and correct					
Name <b>J Tanaka</b>					
Signature 					
Position in Company <b>Dispatch Assistant</b>					
Date <b>08/12/04</b>					

If VAT registered and value is over £600, otherwise insert 'Unreg' or 'Unregistered'

Where the product was made into its final form

E.g. Gift, Sample, Return, Temporary export, Unaccompanied personal effects

Order number, Invoice number etc. (optional for shipper use only)

Include as much information as possible

These fields only need to be completed when shipment:

- is valued at £1200 or over
- requires formal entry
- contains textiles, headwear, leather, handbags

EIN  
Employer Identification Number  
SSN  
Social Security Number

Including packaging

The currency used in the invoice value below

Full description and any part or serial number

All fields are mandatory unless otherwise stated:  
For more help please call Customer Service on 0845 678 9800

## To speed up customs clearance:

- Place one original Pro Forma and three copies in an OCS Worldwide invoice pouch and attach to your shipment.
- Invoices should ideally be typewritten.
- Invoices should not have any obvious corrections.
- Details given on the invoice must match those given on the Courier Waybill.
- The language on the invoice should be English.
- We recommend that you put a copy inside the shipment.