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# **Pro-Forma Quotation Requirements**

**Before your forwarder can quote on shipping costs, he needs to know:**

1. Product description
2. Payment terms - If paid by letter of credit, provide a copy
3. A copy of the signed purchase order
4. Harmonized code number(s)
5. Any special instructions from the buyer
6. Any unique information about the cargo: (e.g., is it affected by heat or humidity?)
7. Any hazardous material information

**Pro-Formas must include:**

1. Reference number
2. Complete description of the goods
3. Weight, number & type of boxes, and dimensions. (net and gross weight, both US and Metric dimensions) Size of container -- or
4. Shipping method (Incoterms) and transit time
5. Sales and payment terms
6. Itemized price of goods
7. Currency
8. Ports of exit and entry
9. Origin of goods
10. Any special routing instructions/ flag restrictions imposed by buyer or US government.
11. Estimated fabrication time or date goods will be available for export (If sale is under letter of credit used the phrase: “from date of receipt of the letter of credit deemed acceptable by us in form and content in our sole judgment”)
12. Time limit on quotation (no longer than your forwarder’s price quote is valid)

***(See sample on next page.*** *Many more Pro-Forma samples may be viewed and downloaded at* [*www.google.com*](http://www.google.com) *by searching under* ***“Images”*** *for* ***“proforma invoice template.”)***

