

## Proforma (Purchase) Invoice Checklist

- Name of Wholesale Company
- Invoice Number
- Date
- Shipping (trade terms): FOB or EXW
- Your Company Name, address and phone
- Item Number
- Description (including material content)
- Quantity
- Size
- Color (Note: Inches or cm)
- Unit Price
- Amount
- Additional Items
- Total Quantity
- Total Price
- Delivery Time
- Payment Terms (30%/70%)
- Sellers Bank Info for Wires
- Other Items Needed for Order