PRO FORMA INVOICE: FILLED-IN EXAMPLE

Example with fictitious companies and bank details: a producer in Puglia selling olive oil and pasta to an importer in Toronto.

HEADER

Seller / exporter	Masseria Esempio Srl (fictitious company), Contrada Fittizia 1, 70100 Bari, Italy. VAT IT00000000000, EORI IT00000000000
Buyer	Northbay Fine Foods Inc. (fictitious company), 100 Example Street, Toronto ON, Canada. Contact: J. Smith
Consignee	Same as buyer
Pro forma number	PF-2026-014
Date	10 November 2026
Valid until	10 December 2026
Reference	Buyer’s enquiry of 6 November 2026
Country of destination	Canada
Incoterms® 2020 rule and place	FCA Bari, warehouse of the freight forwarder named by the buyer
Currency	EUR
Transport and expected shipment	By sea, groupage. Goods ready within 15 days of the balance payment

GOODS

Description of goods	HS code	Origin	Packages	Qty	Net weight (kg)	Gross weight (kg)	Unit price	Total
Extra virgin olive oil, 0.75 l glass bottle, carton of 6	1509.20	Italy	60	360 bottles	247.3	455.4	EUR 9.80	EUR 3,528.00
Durum wheat semolina pasta, penne, 500 g pack, carton of 24	1902.19	Italy	40	960 packs	480.0	504.0	EUR 1.35	EUR 1,296.00

TOTALS

Goods total	EUR 4,824.00
Freight	To the FCA place of delivery: included in the price. Beyond it: paid by the buyer
Insurance	Paid by the buyer
Pro forma total	EUR 4,824.00
Total packages, net and gross weight	100 cartons, 727.3 kg net, 959.4 kg gross

PAYMENT

Payment terms	30% on order confirmation, 70% balance before collection of the goods, by bank transfer
Amount due now	30% advance: EUR 1,447.20. Balance: EUR 3,376.80
Bank, IBAN and BIC/SWIFT	Banca Esempio, IBAN IT00 X000 0000 0000 0000 0000 000, BIC EXAMPLEXXX (fictitious details)
Payment reference	PF-2026-014

STATEMENTS

This document is not a tax invoice.

Prices and terms are valid until 10 December 2026. The commercial invoice will be issued with the final shipping details.

SIGNATURE

Place and date	Bari, 10 November 2026
Name and signature	Legal representative

Example produced by Itria with fictitious names. The blank template, in Word, Excel and PDF (page in Italian): itria.io/fattura-proforma-export

Template built by Itria. Not an official form. Have your freight forwarder or accountant check it before you use it.

If you redo this by hand for every order, an AI agent can do it from the data you already have and leave it for a person to approve. A couple of lines on WhatsApp to +39 350 574 3578 or an email to info@itria.io. How it works: itria.io/en/documenti-per-esportare-ai