



Pro forma invoice - blank template

QUOTATION / PLANNING ONLY | Not a final commercial invoice.

FIELD	TO COMPLETE
PI number / issue date / valid until	_____
Seller legal name / address	_____
Buyer legal name / address	_____
Contract / RFQ reference	_____
Origin / destination / delivery point	_____
Delivery term	[rule] [named point] Incoterms 2020
Proposed shipment window	_____

RICE / APPROVED REF.	PACK / QTY MT	PRICE / MT	AMOUNT
[variety / TDS revision]	[format / size / MT]	[currency / value]	[value]
[additional line]	[details]	[value]	[value]

Total: [currency / amount] | Payment proposal: [agreed discussion basis]

Packaging / sample approval assumptions: [details]

Prepared by: [name / title]

Final price, product reference, payment and schedule require written confirmation. No bank details are included in this public blank template.

Commercial invoice - blank template

TEMPLATE - NOT ISSUED | Populate with the actual agreed transaction and shipment.

FIELD	TO COMPLETE
Invoice number / issue date	_____
Seller legal name / address	_____
Buyer / consignee legal name / address	_____
Contract / L/C reference, if applicable	_____
Origin / shipment reference	_____
Delivery term / named point / version	_____
Currency / payment basis	_____

GOODS / PACK DESCRIPTION	QTY / UNIT	UNIT PRICE	AMOUNT
[rice description / approved reference]	[MT or agreed unit]	[currency]	[currency]
[additional line]	[quantity]	[price]	[amount]

Goods subtotal: _____ | Agreed additional charges: _____

Invoice total / currency: _____

Issuer / authorized signatory if required: _____

Classify the actual rice and verify destination requirements with the broker. Do not assume a universal tariff code. Use final shipment data and the L/C wording where applicable.

Packing list - blank template

TEMPLATE - NOT ISSUED | Physical packing data only; reconcile to the invoice.

FIELD	TO COMPLETE
Packing list number / date	_____
Seller / buyer / consignee	_____
Invoice / contract / shipment reference	_____
Loading / destination point	_____
Container / seal, if available	_____
Shipping marks / pallet details	_____

RICE / PACK	PACKAGES	NET KG	GROSS KG
[variety / format / net pack size]	[count]	[actual]	[actual]
[additional line]	[count]	[actual]	[actual]
TOTAL	[count]	[kg]	[kg]

Dimensions / volume when needed: _____

Packed by / checked by / date: _____

Net weight excludes packaging. Gross weight must come from the actual packing/weighing record, including the relevant packaging and pallets. No fixed container load is assumed.

One reconciliation sheet

Use before documents are issued or presented.

CHECK	WORKSHEET
Net weight	Number of bags x net kg/bag = total net kg: _____
MT conversion	Total net kg / 1,000 = total net MT: _____
Invoice amount	Net MT x price/MT + agreed charges = total: _____
Gross weight	Actual weighing / packing record reference: _____
Consistency	Party names, rice description, quantities and references match: _____
Transport / credit	Compare required data to transport and L/C terms: _____

Safe document handover

Use a controlled revision and authorized issuer. Verify any payment instruction change through an independently verified company contact before acting. Send only the agreed shipment documents through the agreed channel.

Reference: U.S. International Trade Administration - Common Export Documents

Blank templates carry no shipment evidence. Do not add another company's signatures, stamps, bank details, logos or completed transaction references.