

Proforma Invoice Instructions (Form is on next page)

Exporter: Full mailing address, name, and phone number of Jefferson Lab employee subject matter contact. Put the name of the traveler if the property is being hand carried and will return with the same traveler.

Ultimate Consignee: Full name, address & contact numbers of the company and/or person you are shipping to.

Destination Country: Country products are being shipped or hand carried to.

Date of Shipment: Anticipated date of shipment or travel overseas.

Intermediate Consignee: Name and contact information of the person the property is being shipped to or who is assisting at the destination. List the name of the traveler if the property is being hand carried for delivery at the overseas destination.

Agreed Conditions: Indicate "USD" if U.S. dollars are used. Indicate what arrangements have been made to pay for Custom duties, fees, taxes, and associated shipping costs.

Transportation Information: Indicate method of shipment, total quantities and weights if known. This can be filled in at Shipping & Receiving.

Item Number: Line item number of each commodity, beginning with #1.

Product Description: Identify the commodity by name including manufacturer, model, serial number, property tag, and other identifying data. To the best of your knowledge identify the product's country of origin.

Quantity: Identify the number and unit of measure, i.e., each, case, crate, etc.

Unit Price: Price of each item.

Total Price: Total price of each line item

Signature: Signature of the JLab employee who has signature authority to obligate JLab funds for the shipment. The JLab property custodian and traveler should sign for property being hand carried overseas.

Other Example Remarks

1. Commodities are tools of the trade for U.S. Department of Energy use under Prime Contract Number: DE-AC05-84ER40150 and will be returned to the United States.
2. Items are for no cost inspection, maintenance, and/or repair under a mutual collaborative agreement between Thomas Jefferson National Accelerator Facility and _____ and (indicate one) will be returned the United States / are being returned to the country of origin.
3. Items are for mutual inspection under Work for Others Agreement #SURA _____ between Thomas Jefferson National Accelerator Facility and _____ and (indicate one) will be returned to the United States / are being returned to the country of origin.
4. Items are for inspection, maintenance, repair or replacement.
5. Items will be changed to another commodity and (will / will not) change the item's value for import / export purposes.

