

Thomas Jefferson National Accelerator Facility (Jefferson Lab)  
 12000 Jefferson Avenue  
 Newport News, Virginia 23606  
 (757)269-7100—Fax (757)269-7363

### Proforma Invoice for Hand Carry Export

TRAVELER	COUNTRY OF DESTINATION	INSTITUTION VISITING/ CONFERENCE TITLE	DATE OF DEPARTURE	DATE OF RETURN

Laptop Make/Model or  
Item Description: \_\_\_\_\_

Property Tag Number: \_\_\_\_\_

Processor Speed: \_\_\_\_\_

Installed Software: \_\_\_\_\_

Cell Phone Number &  
Serial Number: \_\_\_\_\_

Is this a Travel Laptop:

YES NO

Total Price: \_\_\_\_\_

Travel Coordinator: \_\_\_\_\_

**CERTIFICATION:** I certify that the factual information shown on this invoice is true and correct, and that any information provided that is based on estimates, is based on the best information on the date of this application.

\_\_\_\_\_  
TRAVELER'S SIGNATURE