

INVOICES

for International Sales

A well-formatted invoice can send a favorable impression to your foreign customers and prevent any complications arising from incomplete or unclear information. This invoice also becomes part of a [complete insurance package](#) should you need to file a claim under your EXIM Export Credit Insurance policy.



1

INVOICE LABEL

Clearly titling the document with the word 'Invoice' is a good idea to distinguish it from a quote, pro-forma invoice, or receipt.

2

REFERENCE NUMBERS

Using a unique invoice number (without duplicates) is a method to clearly identify this document from other ones. Most U.S. exporters use a sequential invoice numbering system.

If your customer provides you with a purchase order number, it is recommended to include it on the invoice so it can be linked to their original order.

Invoice

Invoice # 12345 • January 1, 2025
P.O. Ref # 74128

U.S. SUPPLIER NAME
STREET ADDRESS
CITY, STATE ZIP
PHONE NUMBER
EMAIL ADDRESS

SOLD TO:

COMPANY NAME
STREET ADDRESS
CITY, COUNTRY, POSTAL CODE

QTY	PRODUCT DESCRIPTION	UNIT PRICE	TOTAL
3	WIDGET A	\$10,000	\$30,000
2	WIDGET B	\$20,000	\$40,000

TERMS AND CONDITIONS

DUE DATE: MARCH 1, 2025

CURRENCY: FIGURES ON THIS INVOICE ARE IN U.S. DOLLARS.

WIRE TRANSFER INSTRUCTIONS: BANK NAME, ADDRESS, EXPORTER NAME, ACCOUNT #, ABA, SWIFT #

INTEREST DISCLAIMER: PLEASE BE AWARE THAT WE WILL CHARGE 1.5% INTEREST PER MONTH ON LATE INVOICES.

Goods Total \$70,000
S/H Charges \$2,500
Insurance \$500
Financing \$250

TOTAL \$73,250

3

DATE

It is common to include the date of when the invoice was generated, as some payment terms begin from the invoice date.

4

COMPANY IDENTIFIERS

It is a good practice to include your company name, address, phone number, and email address on the invoice in case there is a question or dispute.

The customer's full company name and address that is being invoiced will also help confirm where the buyer obligation lies.

5

PRODUCTS SOLD

Most companies include a clear description of the goods and/or services they are invoicing for. Each item is typically on a separate line and marked with an individual invoice amount.



The company identifiers, products sold, and payment terms on the invoice should match the [Purchase Order](#).

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6

TERMS & CONDITIONS

Payment terms are usually defined in your terms and conditions and agreed upon by your customer before any shipments occur.

Payment terms also help in determining when you are eligible to file a claim under an EXIM [Export Credit Insurance policy](#).

7

INSTRUCTIONS

Providing clear instructions about how to pay the invoice, such as including your bank's SWIFT number and confirming the currency type, will expedite customer payment.

The preferred standard for submitting an invoice is to send it by email as a PDF document.



Ready to Start Your Journey?

Request a free consultation: grow.exim.gov/consultationrequest

This is a descriptive summary to be used only as a general introductory reference tool. The complete terms and conditions of the policy are set forth in the policy text, applications, and endorsements.