

VOCABULARY INVOICE

Proforma Invoices

A Proforma invoice is an invoice provided by a supplier in advance of providing the goods or service. Finance strongly advise department to consider very carefully the risks of trading with companies in this way, as if the goods are never forthcoming it is unlikely the Company will be able to recover the money and departments will bear that cost. However, in exceptional instances we do allow payments on proforma invoices, but before proceeding in this way departments are required to consider the following alternatives:

- Is it possible to arrange credit terms with the supplier?
- Is it possible to use another supplier?
- Is it possible to arrange for a cheque to be handed over on delivery of the goods?
- Is it possible to pay only a deposit up front, and the rest on normal credit terms, or on delivery?

If after consideration of these options, the department still wish to proceed along this route and pay on a proforma invoice, a Proforma Invoice Form must be completed and must accompany the invoice.

Vokabular	Erklärung	Übersetzung
to accept a complaint		eine Reklamation / Beanstandung berücksichtigen
to amount to	Labour costs amount to 50 % of the total price.	sich belaufen auf, betragen
amount	A large amount of money is spent on marketing.	Betrag, Menge
to bear (costs)	All costs must be borne by the seller.	(Kosten) tragen
to be due	Payment is due within 10 days on receipt of goods.	fällig sein
E&OE	Errors and Omissions Excluded	Irrtum vorbehalten
a printed form		ein vorgedrucktes Formular
permission		Erlaubnis, Genehmigung
to resend a contract		von einem Vertrag zurücktreten
to return (goods)		(Waren) zurücksenden
total (amount)		Gesamt(-summe/-betrag)
to be valid		gültig sein, gelten
form		Formular