

دوره آنلاين اسناد تجاری



امير حسين سوري

مدیر توسعه و فروش بین الملل شرکت فیوچر اسکای امارات



www.amirhsouri.com



00971502249428



amirsourich



futuresky



irsales@fse-automation.com



اسناد تجاری



برندینگ تبلیغات

هدف

بازاریابی

مدیریت

تفکر بازرگانی

اسناد

سفر

مشتری

Business

منابع انسانی

کالا

اینکوثرمز

گمرکات

بانک و پول

فروش

حمل و نقل

سرمایه

قیمتگذاری

اهداف ما در این کلاس



لب و دهن نباشيم



JUST DO IT.





منتظر معجزه نباشید
معجزه خود شما هستید

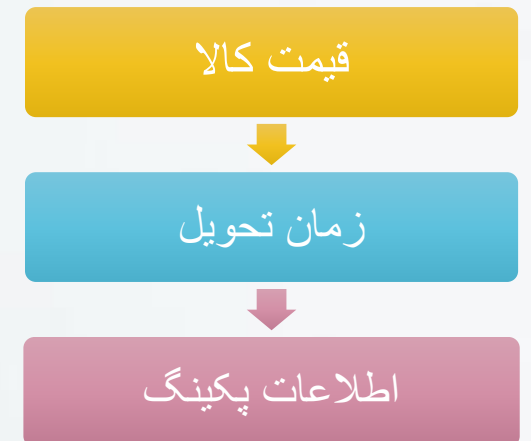
اسناد تجاری چیست ؟

- ❖ مجموعه مکاتبات ما در امر خرید یا فروش تجاری اسناد تجاری میباشد
- ❖ این اسناد معمولاً در فرمهای مشخص و قالبهای مشخص تنظیم میشود
- ❖ همچنین ما میتوانیم قراردادهای کاملاً سفارش داشته باشیم که آن هم نوعی اسناد تجاری میباشد

نکات که باید ارائه کنیم در زمان خرید



سوالات مهم در زمان خرید





Request For Quotation

RFQ

From FSE Overseas Sales <irsales@fse-automation.com>

Cc Bcc

To sales@pinormarkcam.com ✕

Inquiry Number 23456RF

Dear James

Hi , I hope you are doing well

I am Amir from Future Sky Equipment , I do have inquiry for bellow Items .

1-Camera	Model AX4567	Black Color	QTY 10 Pcs
2-Camera	Model FG5678	Black Color	QTY 30 Pcs
3-Battery	Model JJK8767	Slim Type	QTY 500 Pcs

Please Send me your Best Price , Delivery Time and Packing Information

--

Best Regards,

Amir.S / Overseas Sales Team Manager



Send



❖ نکته امضا ایمیل خود را کامل کنید

نمونه ارسال ایمیل مستقیم



From FSE Overseas Sales <irsales@fse-automation.com> ▾

Cc Bcc

To sales@pinormarkcam.com ✕ |

Inquiry Number 23456RF

Dear James

Hi , I hope you are doing well

I am Amir from Future Sky Equipment , I do have inquiry for Some of your products
Please open Our company RFQ in attached

I am waiting for your reply ASAP

--

Best Regards,

Amir.S / Overseas Sales Team Manager .



❖ نکته امضا ایمیل خود را
کامل کنید

نمونه ارسال ایمیل غیر مستقیم



RFQ نمونه

PGKIM WONG

Korea
Seoul
Phone: (82) 67-77885544
Fax: (82) 67-77885545
www.pgkim.com
purchase@pgkim.com

VENDOR

Sisco Oriental Co LLc
Iran
Phone: +98(21)8809555
Fax: +98(21)8809578
Mina
Sales@sisco.com
www.sisco.com

Request For Quotation

DATE 17/5/2018
RFQ # R9287232



ITEM #	DESCRIPTION	QTY (pcs)
AX4567	Camera Black Color	10
FG5687	Camera Black Color	30
JJ8767	Battery Slim Type	500

Comments or Special Instructions

Please send Us Your Best Price
Delivery Time and Packing Information

If you have any questions about this RFQ , please contact
[Mr.Kim , Tel: (82) 67-77885544, purchse@pgkim.com]

RFQ نمونه



1 PGKIM WONG

Request For Quotation

2 Korea
3 Seoul
4 Phone: (82) 67-77885544
5 Fax: (82) 67-77885545
6 www.pgkim.com
7 purchase@pgkim.com

DATE 17/5/2018
RFQ # R9287232

VENDOR

9 Sisco Oriental Co LLC
10 Iran
11 Phone: +98(21)8809555
12 Fax: +98(21)8809578
13 Mina
14 Sales@sisco.com
15 www.sisco.com



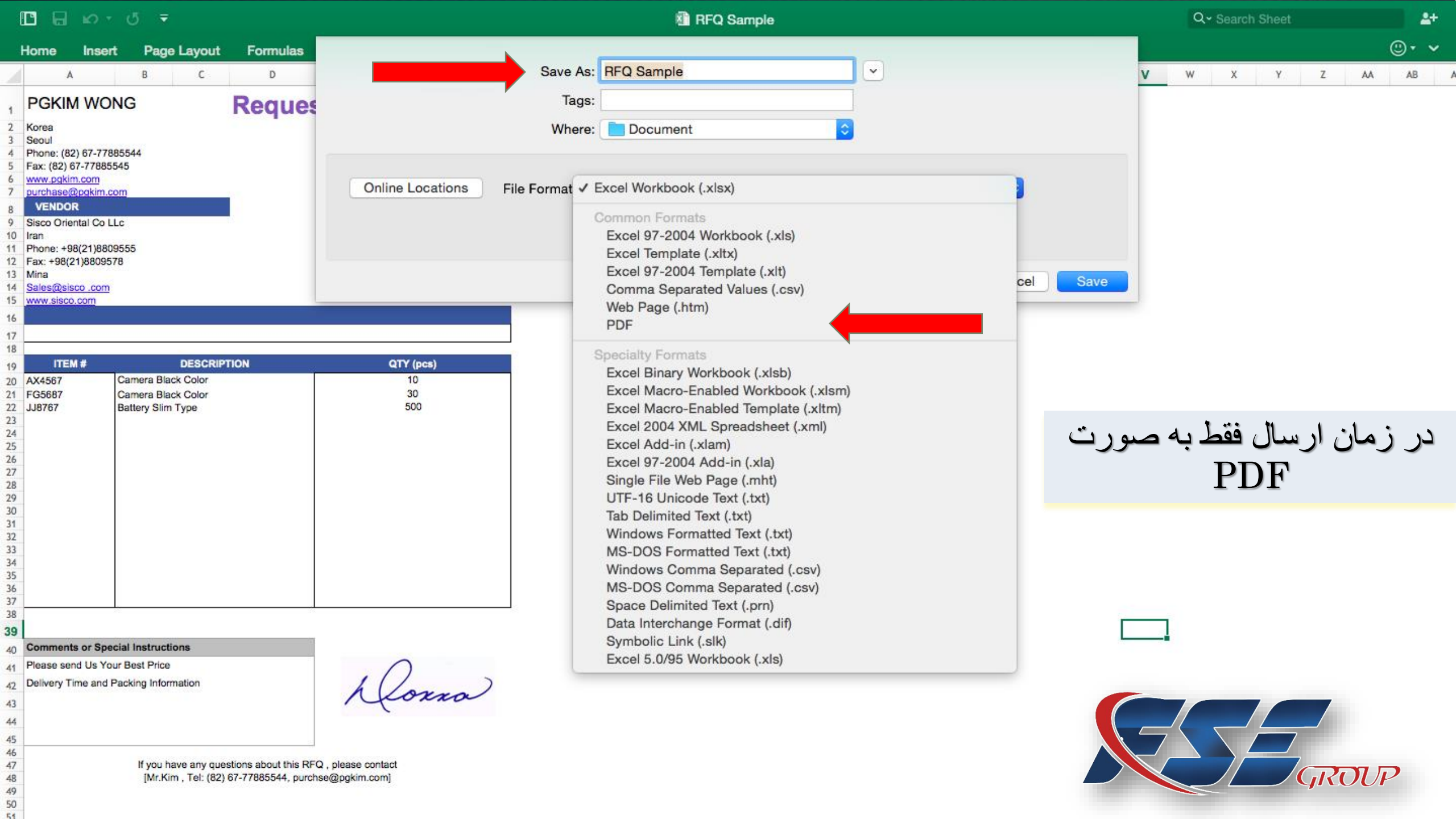
ITEM #	DESCRIPTION	QTY (pcs)
20 AX4567	Camera Black Color	10
21 FG5687	Camera Black Color	30
22 JJ8767	Battery Slim Type	500

39 **Comments or Special Instructions**
40 Please send Us Your Best Price
41 Delivery Time and Packing Information

If you have any questions about this RFQ , please contact
[Mr.Kim , Tel: (82) 67-77885544, purchse@pgkim.com]

استفاده از نرم افزار اکسل





PGKIM WONG

Korea
Seoul
Phone: (82) 67-77885544
Fax: (82) 67-77885545
www.pgkim.com
purchase@pgkim.com

VENDOR

Sisco Oriental Co LLLc
Iran
Phone: +98(21)8809555
Fax: +98(21)8809578
Mina
Sales@sisco.com
www.sisco.com

ITEM #	DESCRIPTION	QTY (pcs)
AX4567	Camera Black Color	10
FG5687	Camera Black Color	30
JJ8767	Battery Slim Type	500

Comments or Special Instructions
Please send Us Your Best Price
Delivery Time and Packing Information

If you have any questions about this RFQ , please contact
[Mr.Kim , Tel: (82) 67-77885544, purchase@pgkim.com]

در زمان ارسال فقط به صورت
PDF



SAMPLE ACQUISITION MANAGEMENT RFQ

Key: Sample Language Bolded and Highlighted with yellow.

1.0 SUPPLIES OR SERVICES AND PRICES

1.1 GENERAL DESCRIPTION

The contractor shall perform the effort required by this Task Order on a Firm Fixed Price/Time and Materials/Labor Hour basis. The work shall be performed in accordance with all sections of this Task Order and the officer's BPA **GS-XX-XXXXX** awarded under Schedule #74 for Acquisition Management Services.

1.2 SERVICES AND PRICES/COSTS

The following abbreviations are used in this price schedule:

CLIN - Contract Line Item Number
T&M/LH - Time & Materials/Labor Hour (if utilizing this include Coding (NTE))
FFP - Firm Fixed Price
NTE - Not To Exceed

1.2.1 CLINS

Note: If using both ARRA and Non-ARRA funds use separate CLINs for each type of funding.

CL	Description	Base Period	Quantity	Unit	Total Price
000	Acquisition Management Services		1	Lot	\$
000	ARRA services				

or

Labor Category	Hours	Hourly Rate
Contractor to quote.		
TOTAL HOURS		

1.2.2 Option Period

Labor Category	Hours	Hourly Rate
Contractor to quote.		
TOTAL HOURS		



❖ توجه حرفه‌ای در کوشی RFQ

❖ ارسال RFQ با فرمت در قالب فورم رسمی و جاهت بهتری به شرکت میدهد ولی الزامی نیست

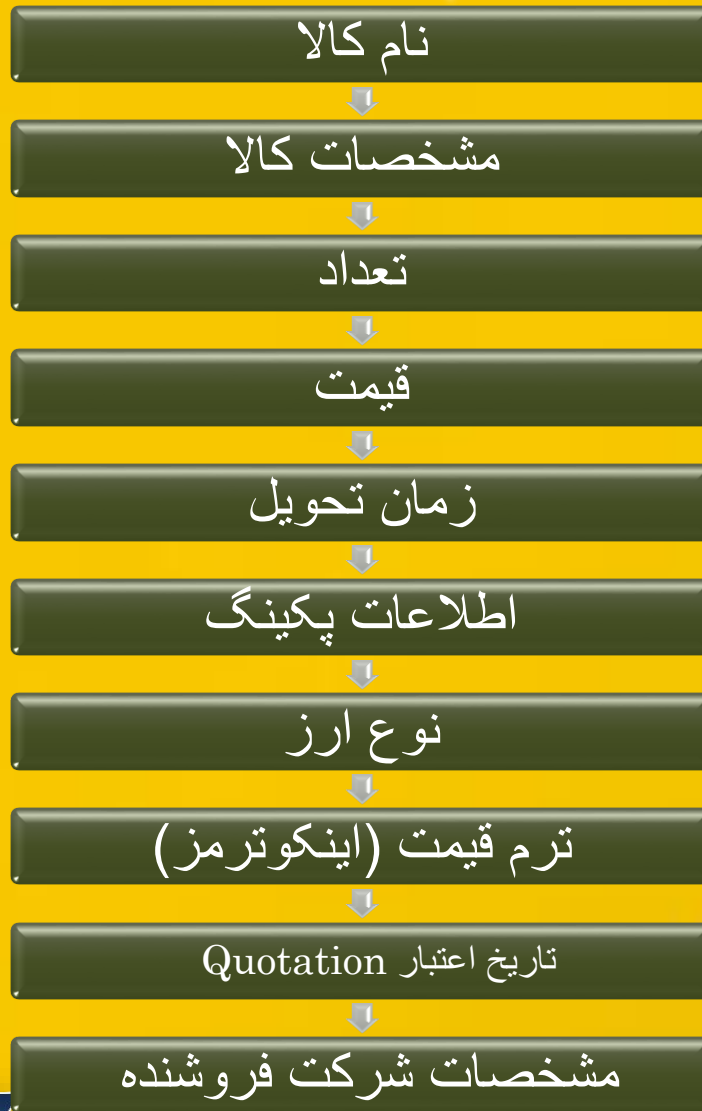
❖ داشتن RFQ رسمی و بایگانی درست آن میتواند به مدیر کمک کند جهت هدفمند کردن تیم خرید

❖ یک RFQ میشود در اکسل یا سامانه حسابداری یا ERP یک شرکت تعریف شود



Quotation

نکات مهم Quotation



sales@sisco.com

Quotation Number AN1700283

Dear Amir

Thanks for your Inquiry ,

Please check Bellow to find our Offer :

1-Model	AX4567	Camera Black Color	Price 234/Pcs USD for QTY 10 Pcs
1-Model	FG5687	Camera Black Color	Price 194/Pcs USD for QTY 30 Pcs
1-Model	JJ8867	Battery Slim Type	Price 10/Pcs USD for QTY 1000 Pcs (MOQ for this Item Its 1000 Pcs)

Delivery Time for this Items its 4 to 6 Weeks after Order conformation

All Price Quoted as FCA - Qatar DIA

Offer Valid Till 4 weeks

All goods Will pack as per bellow

1 CTN	Size 30X40X20	Weight 15 Kg
2 CTN	Size 20X30X40	Weight 17 Kg
10 CTN	Size 15X15X20	Weight 20 Kg

Total Of 13 CTN

Best Regards,

James.S / Sales Team Manager .

SISco Oriental | CO LTD

Send [dropdown] [text] [link] [emoji] [image] [video]



نمونه ارسال ایمیل
مستقیم

❖ نکته امضا ایمیل خود را
کامل کنید



sales@sisco.com

Quotation Number AN1700283 |

Dear Amir

Thanks for your Inquiry ,

Please check Attached File to Find Our offer

Best Regards,

James.S / Sales Team Manager .

 SisCo Oriental CO LTD

TEL: 0098-21-77885544

FAX: 0098-21-77885545

Mobile: 00989123748762

WEBSITE: www.sisco.com

 : [jamesnimsis](https://www.skype.com/people/jamesnimsis)


 **Linked in**

(Let's Connect)

نمونه ارسال ایمیل غیر مستقیم

❖ نکته امضا ایمیل خود را
کامل کنید



1	Sisco Oriental Co LLC		Quotation		
2	Iran	DATE	10/5/18		
3	Phone: +98(21)8809555	Quotation #	AN1700283		
4	Fax: +98(21)8809578				
5					
6	Sales@sisco.com				
7	www.sisco.com				
8	Customer				
9	PGKIM WONG				
10	Korea				
11	Seoul				
12	Phone: (82) 67-77885544				
13	Fax: (82) 67-77885545				
14	www.pgkim.com				
15					
16	INQ #	Sales Person	CURRENCY	SHIPPING TERMS	
17	R9287232	James	USD	FOB Qatar-DIA	
18					
19	ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
20	AX4567	Camera Black Color	10	234.00	2,340.00
21	FG5687	Camera Black Color	20	194.00	3,880.00
22	JJ8767	Battery Slim Type	1000	10.00	10,000.00
23					-
24					-
25					-
26					-
27					-
28					-
29					-
30		Paking Info			-
31		1 CTN Size 30X40X20 Weight 15 Kg			-
32					-
33		2 CTN Size 20X30X40 Weight 17 Kg			-
34					-
35		10 CTN Size 15X15X20 Weight 20 Kg			-
36					-
37		Total Of 13 CTN			-
38					
39		SUBTOTAL	16,220.00		
40	Comments or Special Instructions		Bank Charge	40.00	
41	Lead time: 4 to 6 Weeks		SHIPPING	-	
42			OTHER	-	
43	Validity 4 weeks		TOTAL	16,260.00	
44					
45					
46					
47					

استفاده از نرم افزار اکسل



Handwritten signature

1	Sisco Oriental Co LLC				
2	Iran				
3	Phone: +98(21)8809555				
4	Fax: +98(21)8809578				
5					
6	Sales@sisco.com				
7	www.sisco.com				
8	Customer				
9	PGKIM WONG				
10	Korea				
11	Seoul				
12	Phone: (82) 67-77885544				
13	Fax: (82) 67-77885545				
14	www.pgkim.com				
15					
16	INQ #	Sales Person	CURRENCY		
17	R9287232	James	USD		
18	FOB Qatar-DIA				
19	ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
20	AX4567	Camera Black Color	10	234.00	2,340.00
21	FG5687	Camera Black Color	20	194.00	3,880.00
22	JJ8767	Battery Slim Type	1000	10.00	10,000.00
23					-
24					-
25					-
26					-
27					-
28					-
29					-
30		Paking Info			-
31		1 CTN Size 30X40X20 Weight 15 Kg			-
32					-
33		2 CTN Size 20X30X40 Weight 17 Kg			-
34					-
35		10 CTN Size 15X15X20 Weight 20 Kg			-
36					-
37		Total Of 13 CTN			-
38					
39		SUBTOTAL		16,220.00	
40	Comments or Special Instructions		Bank Charge	40.00	
41	Lead time: 4 to 6 Weeks		SHIPPING	-	
42			OTHER	-	
43	Validity 4 weeks		TOTAL	16,260.00	
44					
45					
46					

Save As

File Format

Online Locations

Excel

Save

- Excel Workbook (.xlsx)
- Common Formats
- Excel 97-2004 Workbook (.xls)
 - Excel Template (.xltx)
 - Excel 97-2004 Template (.xlt)
 - Comma Separated Values (.csv)
 - Web Page (.htm)
 - PDF
- Specialty Formats
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 - Excel Macro-Enabled Template (.xltm)
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 - MS-DOS Formatted Text (.txt)
 - Windows Comma Separated (.csv)
 - MS-DOS Comma Separated (.csv)
 - Space Delimited Text (.prn)
 - Data Interchange Format (.dif)
 - Symbolic Link (.slk)
 - Excel 5.0/95 Workbook (.xls)

در زمان ارسال فقط به صورت PDF



نمونه های متفرقه Quotation

Your Company Name

Your Company Slogan

Street Address
 City, State ZIP Code
 Phone (503) 555-0190 Fax (503) 555-0191

Quotation For:

Name
 Company Name
 Street Address
 City, ST ZIP Code
 Phone

Comments or Special Instructions: None

Quotation

DATE 02/06/2016
 Quotation # 100
 Customer ID ABC123

Quotation valid until: 12/06/2016
Prepared by:

Instructions:
 Enter a T in each row that should be taxed. (Note: This box won't print.)

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
					Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
34	3/4" elbow connectors	\$ 44.00	T	\$ 1,496.00

SUBTOTAL	\$ 1,496.00
TAX RATE	8.60%
SALES TAX	128.66
OTHER	-

نمونه های متفرقه Quotation



❖ توجه حرفه‌ای در گواهی Quotation

❖ ارسال Quotation با فرمت در قالب فورم رسمی و جاهت بهتری به شرکت میدهد ولی الزامی نیست با اینکه اولویت با ارسال رسمی است

❖ داشتن Quotation رسمی و بایگانی درست آن میتواند به مدیر کمک کند جهت هدفمند کردن تیم فروش و آنالیز فروشندگان ها

❖ داشتن Quotation رسمی به شما کمک میکند که در صورت داشتن فلوجارت سازمانی از صدور کوتیشن توسط افراد کم تخصص جلوگیری کنید

❖ یک Quotation میشود در اکسل یا سامانه حسابداری یا ERP یک شرکت تعریف شود

❖ گزارش گیری و توجه به کوتیشنهای رقم بالا اهمیت بالایی دارد و در به ثمر رسیدن فروش کمک شایانی میکند



Bargain & Discount



چه نکاتی را در تخفیف گرفتن را رعایت کنیم



❖ فقط به منافع خود فکر نکنیم و به فکر منافع طرف مقابل نیز باشیم

❖ تعداد کالا را در قیمت گرفتن کمتر از حد واقعی بگوییم و بعد با بالا بردن تعداد بر سر قیمت چانه بزنیم

❖ از اعلام تعداد غیر واقعی بالا و بعد کم کردن آن در زمان سفارش بپرهیزیم

❖ با درخواست تغییر ترمهای اینکوترمز بدنبال تخفیف باشیم مثل تغییر FCA به CPT

❖ با تغییر در شرایط پرداخت به دنبال کسب منافع باشیم

❖ و

این نکات فقط نمونه ایی از راه ها بود ، شما در زمان فروش نیز با اینگونه تکنیکها از طرف مشتریان مواجه هستید

Purchase Order

PO

نکات مهم Purchase Order

نام کالا



مشخصات کالا



تعداد



قیمت



زمان تحویل



اطلاعات پکینگ



نوع ارز



ترم قیمت (اینکو ترمز)



تاریخ اعتبار Quotation



مشخصات شرکت فروشنده

sales@pinomarkcam.com

Quotation Confirmation AN1700273

Dear James

Thanks for your co operation with me .

Kindly I want to inform you Quotation number AN1700273 with amount of 16260 USD its confirm .

Please Issue PI And send me ASAP

Thanks and have good time

--

Best Regards,

Amir.S / Overseas Sales Team Manager .



❖ نکته امضا ایمیل خود را کامل کنید

نمونه ارسال ایمیل جهت تایید کوتیشن



sales@pinomarkcam.com



Purchase order Number IND17051801



Dear James

Thanks for your co operation with us .

Please check Attached file to find our official PO



Please Issue PI And send me ASAP

Thanks and have good time

--

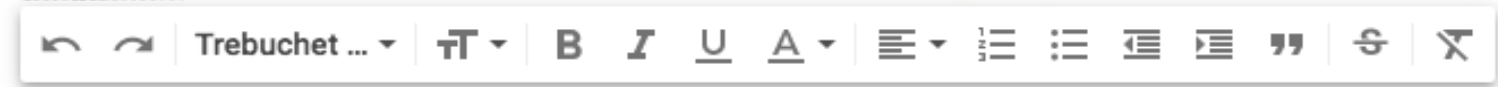
نمونه ارسال ایمیل PO

Best Regards,

Amir.S / Overseas Sales Team Manager .




❖ نکته امضا ایمیل خود را
کامل کنید



Send



1	PGKIM WONG		PUR		
2	Korea				
3	Seoul				
4	Phone: (82) 67-77885544				
5	Fax: (82) 67-77885545				
6	www.pgkim.com				
7	purchase@pgkim.com				
8	VENDOR				
9	Cisco Oriental Co LLC				
10	Iran				
11	Phone: +98(21)8809555				
12	Fax: +98(21)8809578				
13	Mina				
14	Sales@sisco.com				
15	www.sisco.com				
16	QUOTATION #	SHIP VIA	CURRENCY	SHIPPING TERMS	
17	AN1700283	XXXXX	USD	FCA Qatar -DIA	
18					
19	ITEM #	DESCRIPTION	QTY (Kg)	UNIT PRICE	TOTAL
20	AX4567	Camera Black Color	10	230.00	2,300.00
21	FG5687	Camera Black Color	20	189.00	3,780.00
22	JJ8767	Battery Slim Type	1000	8.00	8,000.00
23					-
24					-
25					-
26					-
27					-
28					-
29					-
30					-
31					-
32					-
33					-
34					-
35					-
36					-
37					-
38					-
39		SUBTOTAL		14,080.00	
40	Comments or Special Instructions				
41	Lead time: 4 to 5 Week				
42	Payment Terms: 50% TT in advanced 50% On delivery time				
43	Document: Original Invoice ,Packing list , BL and COO				
44	need to be send with DHL (DHL AC NO 43526)				
45		TOTAL		14,120.00	
46					

Save As

Online Locations File Format

Excel Workbook (.xlsx)

Common Formats

- Excel 97-2004 Workbook (.xls)
- Excel Template (.xlt)
- Excel 97-2004 Template (.xlt)
- Comma Separated Values (.csv)
- Web Page (.htm)
- PDF**

Specialty Formats

- Excel Binary Workbook (.xlsb)
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- Excel Macro-Enabled Template (.xltn)
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- MS-DOS Formatted Text (.txt)
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- MS-DOS Comma Separated (.csv)
- Space Delimited Text (.prn)
- Data Interchange Format (.dif)
- Symbolic Link (.slk)
- Excel 5.0/95 Workbook (.xls)

Save

در زمان ارسال فقط به صورت PDF



Alorxa

❖ توجه حرفه‌ای در گوشی PO



❖ به PO داخل کشوری LPO می‌گویند

❖ صدور PO الزامی نیست و فقط در صورت نیاز فروشنده الزامی است

❖ شما می‌توانید PO صادر کنید فقط بدلیل سیستم داخلی شرکت خود

نمونه های متفرقه PO

123456

نمونه های متفرقه PO

Purchase Order

TO		DATE	
ADDRESS		DATE REQUIRED	
CITY, STATE, ZIP		TERMS	
SHIP TO		HOW SHIPPED	
ADDRESS		REQ. NO. OR DEPT.	
CITY, STATE, ZIP		FOR	

QUANTITY	DESCRIPTION	PRICE	UNIT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

IMPORTANT Purchase Order Number must appear on all invoices - packaging, etc. Please notify us immediately if you are unable to complete the order by date specified.	Please send _____ copies of your INVOICE WITH ORIGINAL BILL OF LADING. PURCHASING AGENT
--	--

A-200
1-800-828-8844

ORIGINAL

8-11



نمونه های متفرقه PO

PURCHASE ORDER

نمونه های متفرقه PO

Pamalican Resort, Inc.

Amanpulo, A Soriano Aviation, Andrews Avenue
Pasay City, 1300
Telephone #: +632 632 2000 fax: +632 632 7621
jgenio@pamalicanresortinc.com

P.O. NO.: 100002793
DATE: March 20, 2018
CUSTOMER ID: A102771615

VENDOR Ana M. Dipasupil
AMD Enterprises
196 Sampaguita Street
Makati City, 1218
Phone no : 580-3200 loc 113

SHIP TO: Jonathan M. Genio
Pamalican Resort, Inc.
Amanpulo, A Soriano Aviation, Andrews Avenue
Pasay City, 1300
Phone no: +632 632 2000 fax: +632 632 7621

PAYMENT TERMS			DELIVERY DATE	
30 days			April 30, 2018	
Quantity	Unit	DESCRIPTION	UNIT PRICE	LINE TOTAL
1000	Each	Nestle All Purpose Cream 250 ml	51.00	51,000.00
500	Each	M.Y San Graham Crackers 700 g	350.00	175,000.00
300	Each	Del Monte Fiesta Fruit Cocktail 3 kg	315.00	94,500.00

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:
Jonathan M. Genio
Amanpulo, A Soriano Aviation, Andrews Avenue
Pasay City, 1300
Phone no: +632 632 2000
Fax: +632 632 7621

SUBTOTAL	P320,500.00
SALES TAX	0.12
TOTAL	P358,960.00

Jonathan M. Genio / March 20, 2018

Authorized by

Date



Pro forma Invoice

PI

نکات مهم Proforma Invoice

نام کالا

مشخصات کالا

تعداد

قیمت

زمان تحویل

اطلاعات پکینگ

نوع ارز

ترم قیمت (اینکو ترمز)

تاریخ اعتبار PI

اطلاعات بانک فروشنده

ذکر شروط

ذکر اسناد احتمالی

مشخصات شرکت فروشنده

irsales@fse-automation.com

PI Number Number PI26539874

Dear Amir

Thanks for your PO and confirming the order

Please check Attached file to find our official PI

Please Let me know in case if you need any changes in PI

--

Best Regards,

James.S / Sales Team Manager .

[SISCO](#) Oriental CO LTD

TEL: 0098-21-77885544

FAX: 0098-21-77885545

Mobile: 00989123748762

WEBSITE: www.sisco.com

 : [jamesnimsis](#)

LinkedIn

(Let's Connect)

Send       

نمونه ارسال ایمیل PI

❖ نکته امضا ایمیل خود را کامل کنید



نمونه PI

sisco Oriental Co LLC

Iran
Phone: +98(21)8809555
Fax: +98(21)8809578
Mina
Sales@sisco.com
www.sisco.com

Customer

PGKIM WONG
Korea
Seoul
Phone: (82) 67-77885544
Fax: (82) 67-77885545
www.pgkim.com
purchase@pgkim.com

Proforma Invoice

DATE 17/5/2018
PI # PI26539874



PO #	Sales Person	CURRENCY	SHIPPING TERMS
IND17051801	James	USD	FCA Qatra-DIA

ITEM #	DESCRIPTION	QTY (Kg)	UNIT PRICE	TOTAL
AX4567	Camera Black Color	10	230.00	2,300.00
FG5687	Camera Black Color	20	189.00	3,780.00
JJ8767	Battery Slim Type	1000	8.00	8,000.00
	Bank Infoamtion			-
	Bank Name : Emirates NBD			-
	AC Number : 1236584354950			-
	AC Name : FSE Titan Co LLC			-
	Swift Code : EBILAEAD			-
	Country UAE Dubai			-
	Paking Info			-
	1 CTN Size 30X40X20 Weight 15 Kg			-
	2 CTN Size 20X30X40 Weight 17 Kg			-
	10 CTN Size 15X15X20 Weight 20 Kg			-
	Total Of 13 CTN			-

Comments or Special Instructions
Lead time: 4 to 6 Weeks
Payment Terms: 50% TT in advanced 50% On delivery time
Validity 1 week

SUBTOTAL	14,080.00
Bank Charge	40.00
Shipping	
OTHER	
TOTAL	14,120.00

نمونه PI



Microsoft Excel ribbon showing various toolbars: Paste, Cut, Copy, Format, Font (Trebuchet MS, 10), Paragraph (B, I, U, A), Alignment (Wrap Text, Merge & Center), Styles (General, Conditional Formatting, Format as Table, Cell Styles), Insert, Delete, Format, AutoSum, Fill, Clear, Sort & Filter.

sisco Oriental Co LLC

Proforma Invoice

Iran
 Phone: +98(21)8809555
 Fax: +98(21)8809578
 Mina
Sales@sisco.com
www.sisco.com

DATE 17/5/2018
 PI # PI26539874



Customer
 PGKIM WONG
 Korea
 Seoul
 Phone: (82) 67-77885544
 Fax: (82) 67-77885545
www.pgkim.com
purchase@pgkim.com

PO #	Sales Person	CURRENCY	SHIPPING TERMS
IND17051801	James	USD	FCA Qatra-DIA

ITEM #	DESCRIPTION	QTY (Kg)	UNIT PRICE	TOTAL
AX4567	Camera Black Color	10	230.00	2,300.00
FG5687	Camera Black Color	20	189.00	3,780.00
JJ8767	Battery Slim Type	1000	8.00	8,000.00
	Bank Infoamtion			-
	Bank Name : Emirates NBD			-
	AC Number : 1236584354950			-
	AC Name : FSE Titan Co LLC			-
	Swift Code : EBILAEAD			-
	Country UAE Dubai			-
	Paking Info			-
	1 CTN Size 30X40X20 Weight 15 Kg			-
	2 CTN Size 20X30X40 Weight 17 Kg			-
	10 CTN Size 15X15X20 Weight 20 Kg			-
	Total Of 13 CTN			-

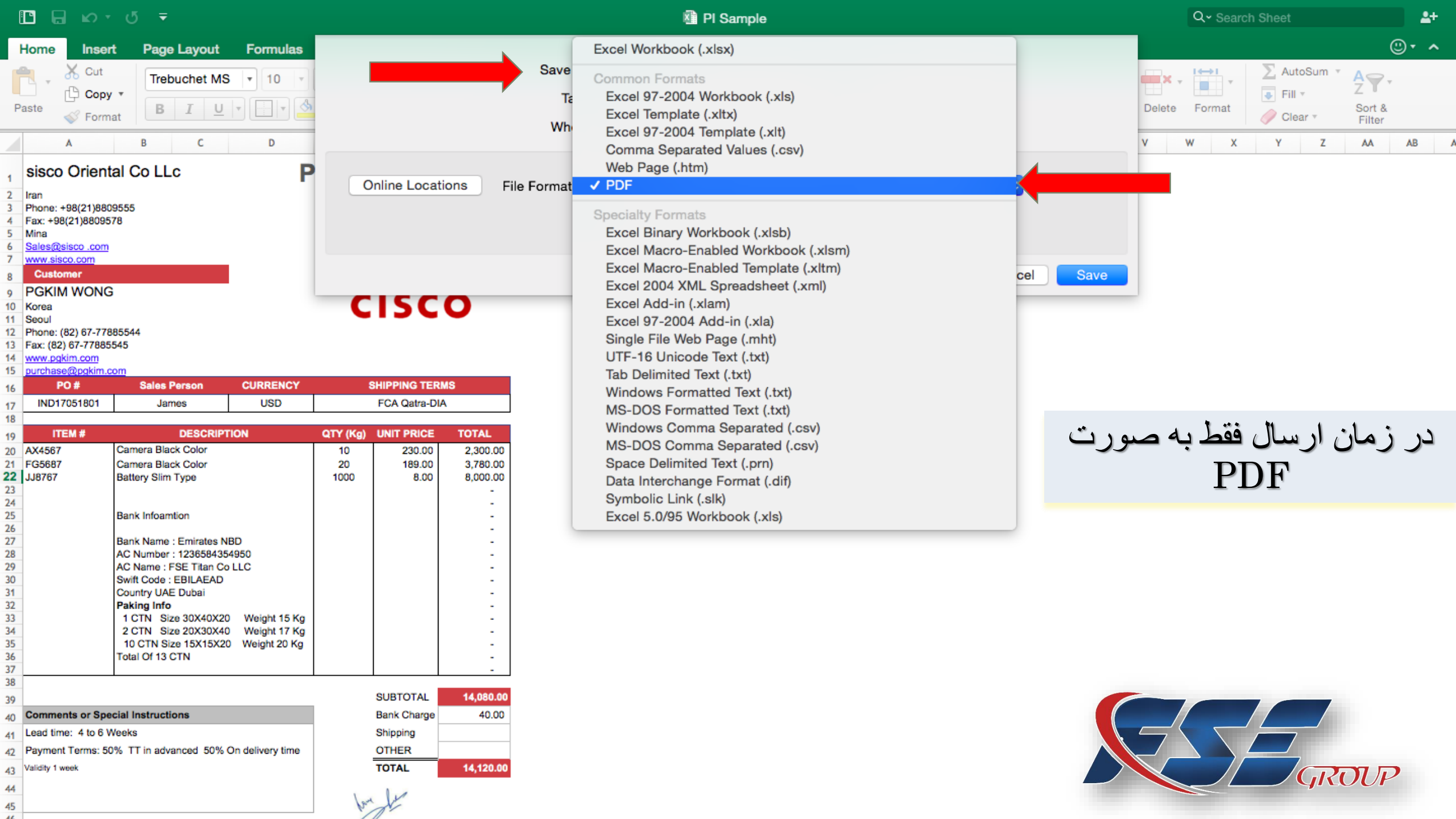
Comments or Special Instructions
 Lead time: 4 to 6 Weeks
 Payment Terms: 50% TT in advanced 50% On delivery time
 Validity 1 week

SUBTOTAL	14,080.00
Bank Charge	40.00
Shipping	
OTHER	
TOTAL	14,120.00

Handwritten signature

استفاده از نرم افزار اکسل





Excel Workbook (.xlsx)

Common Formats

- Excel 97-2004 Workbook (.xls)
- Excel Template (.xltx)
- Excel 97-2004 Template (.xlt)
- Comma Separated Values (.csv)
- Web Page (.htm)

✓ PDF

Specialty Formats

- Excel Binary Workbook (.xlsb)
- Excel Macro-Enabled Workbook (.xlsm)
- Excel Macro-Enabled Template (.xltx)
- Excel 2004 XML Spreadsheet (.xml)
- Excel Add-in (.xlam)
- Excel 97-2004 Add-in (.xla)
- Single File Web Page (.mht)
- UTF-16 Unicode Text (.txt)
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- MS-DOS Comma Separated (.csv)
- Space Delimited Text (.prn)
- Data Interchange Format (.dif)
- Symbolic Link (.slk)
- Excel 5.0/95 Workbook (.xls)

CISCO

sisco Oriental Co LLC

Iran
 Phone: +98(21)8809555
 Fax: +98(21)8809578
 Mina
Sales@sisco.com
www.sisco.com

Customer

PGKIM WONG
 Korea
 Seoul
 Phone: (82) 67-77885544
 Fax: (82) 67-77885545
www.pgkim.com
purchase@pgkim.com

PO #	Sales Person	CURRENCY	SHIPPING TERMS
IND17051801	James	USD	FCA Qatra-DIA

ITEM #	DESCRIPTION	QTY (Kg)	UNIT PRICE	TOTAL
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SUBTOTAL	14,080.00
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OTHER	
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Comments or Special Instructions
 Lead time: 4 to 6 Weeks
 Payment Terms: 50% TT in advanced 50% On delivery time
 Validity 1 week

در زمان ارسال فقط به صورت PDF



sales@pinomarkcam.com

Confirmation of PI26539874|

Thanks for your Email ,

Please note PI Number PI26539874 with Amount of 14,120 USD its confirm
also you can find signed PI in attached file our account department will arrange
Advance payment as per PI

نمونه ارسال ایمیل جهت تایید PI

Best Regards,


Amir.S / Overseas Sales Team Manager .



❖ نکته امضا ایمیل خود را
کامل کنید



نمونه های متفرقه PI

SELLER: [REDACTED] ADDRESS: NO. 139-1203, SILVER DRAGON PLAZA HOUDAIXI ROAD, XIAMEN 361004, CHINA TEL: 0086-592-5177700 FAX: 0086-592-5177711		 [REDACTED]	
BUYER: [REDACTED] ADDRESS: [REDACTED] 34119 Naples, United States TEL: FAX:			
The Undersigned Seller and Buyer have agreed to close the following transactions according to the terms and conditions set forth as below:			
INCOTERMS 2000: FOB XIAMEN, CHINA			
Style	QTY PC	Unit Price USD	Amount USD
MEN T SHIRT 95% COTTON 5% ELASTANE JERSEY 160G	2	\$13.50	\$27.00
MEN TANKTOP 100% COTTON 2X2 RIB 180G	2	\$11.40	\$22.80
WOMEN T SHIRT 95% COTTON 5% ELASTANE JERSEY 160G	2	\$13.50	\$27.00
WOMEN TANKTOP 95% COTTON 5% ELASTANE JERSEY 160G	2	\$11.40	\$22.80
TOTAL	8		\$99.60
Total Value: SAY U.S.DOLLARS NINETY NINE AND CENTS SIXTY ONLY.			
5. More or less: with 5% more or less both in amount & quantity allowed at the Seller's option. 6. Packing: in cartons. 7. Loading port & Destination: From Xiamen, China to Shanghai. 8. Terms of Payment: 100% TT advance payment			
BENEFICIARY'S BANK DETAILS PAYPAL: [REDACTED]			
The Seller: [REDACTED]		The Buyer: [REDACTED]	
		<i>Authorized Signature(s)</i>	

نمونه های متفرقه PI



PRO FORMA INVOICE

Company Name Invoice No:
 Address: Invoice Date:
 Banking Details:
 A/C No:
 State Code: IFSC Code:
 GSTIN:

Billing Address **Shipping Address**
 Customer Name: Customer Name:
 Address: Address:

 GSTIN: State Code:
 State Code:

SL NO	Product	HSN / SAC	QTY	UOM	RATE	TOTAL	DISC	GROSS	CGST		SGST		IGST	
									Rate	Amt	Rate	Amt	Rate	Amt
					TOTALS									

Pro forma Invoice Terms:

- 1.
- 2.
- 3.

Gross Value	
Tax	
Total	

For , Company Name

Terms of Transportation:

- 1.
- 2.

Authorized Signatory

NOTE: This is not a GST invoice.

نمونه های متفرقه PI



نمونه های متفرقه PI

نمونه های متفرقه PI



Your company name here
Your company address line1 here
Your company address line2 here
Your company address line3 here

Your ZIP code here
Phone: 12345678 Mobile: 12345678

PROFORMA INVOICE

Number: A000000

Date: 2010/7/27

Customer Information:

Page No. 2

Billing Address:		Shipping Address:	
Company:	Sample customer name 001	Company:	Sample customer name 001
Name:	C0001	Name:	C0001
Address:	Sample address line1 Sample address line2 Sample address line3	Address:	Ship to address line1 Ship to address line2 Ship to address line3

Shipping Method:

Order Information:

Currency Dollar

Qty	Product Description	Amount Each	Amount
1.5	Stock item example description 001	1,000.00	1,500.00
1	Stock item example description 002	2,000.00	2,000.00
2	Service charge invoicing item 001	100.00	200.00
3	Service charge invoicing item 002 Additional line 1 for this item Additional line 2 for this item	200.00	600.00
Subtotal:			4,300.00
Tax:			430.00
Shipping:			0.00
Grand Total:			4,730.00

Notes:

Your self-defined note1 here

Your self-defined note2 here

Additional Information: For contract job ABC etc.

نمونه های متفرقه PI



❖ توجه حرفه‌ای در کوشی

PI

❖ PI حکم قرارداد بین شما و مشتری دارد به آن اهمیت دو چندان دهید

❖ ارسال PI با فرمت در قالب فورم رسمی الزامی است

❖ پرفورماهای خود را بدرستی به دو دسته تایید شده و کنسل شده تقسیم کنید تا بتوانید مدیریت درستی برای تایید شده‌ها تا اتمام تعهدات داشته باشید و آسیب شناسی برای کنسلی‌ها داشته باشید

❖ صدور یک پرفورما باید با نظر شخص مسئول انجام شود مانند مدیر فروش یا ...

❖ تمامی شروط و شبهات را در قسمت کاندیشنهای PI ذکر کنید

❖ به انجام بند بند تعهدات در پرفورما پایبند باشید که اعتبار شرکت خود را زیر سوال نبرید





Commercial Invoice

CI

نکات مهم Commercial Invoice



نام کالا



مشخصات کالا



تعداد



قیمت



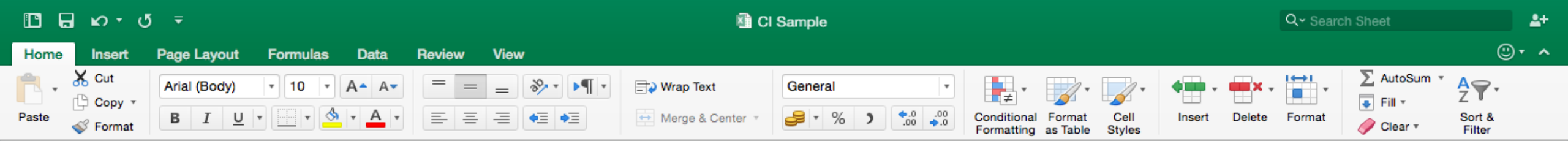
نوع ارز



ترم قیمت (اینکو ترمز)



مشخصات شرکت فروشنده



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AA AB

1	sisco Oriental Co LLc		Commercial Invoice		
2	Iran	DATE	1/6/18		
3	Phone: +98(21)8809555	Invoice #	SG23874		
4	Fax: +98(21)8809578				
5	Mina				
6	Sales@sisco.com				
7	www.sisco.com				
8	Customer				
9	PGKIM WONG				
10	Korea				
11	Seoul				
12	Phone: (82) 67-77885544				
13	Fax: (82) 67-77885545				
14	www.pgkim.com				
15	purchase@pgkim.com				
16	PI #	Sales Person	CURRENCY	SHIPPING Term	
17	PI26539874	James	USD	FCA Qatar -DIA	
18					
19	ITEM #	DESCRIPTION	QTY (Kg)	UNIT PRICE	TOTAL
20	AX4567	Camera Black Color	10	230.00	2,300.00
21	FG5687	Camera Black Color	20	189.00	3,780.00
22	JJ8767	Battery Slim Type	1000	8.00	8,000.00
23					-
24					-
25					-
26					-
27					-
28					-
29					-
30					-
31					-
32					-
33					-
34					-
35					-
36					-
37					-
38					-
39			SUBTOTAL		14,080.00
40	Comments or Special Instructions		Bank Charge		40.00
41	All Original Invoice Sent By DHL		Shipment		
42	AWB : 3256362536553		OTHER		-
43			TOTAL		14,120.00
44	Shipment Delivered to : Tita Logistic				
45					
46					

استفاده از نرم افزار اکسل



Save As dialog box showing file format options.

- Online Locations
- File Format

Excel Workbook (.xlsx) format selection menu.

Common Formats

- Excel 97-2004 Workbook (.xls)
- Excel Template (.xltx)
- Excel 97-2004 Template (.xlt)
- Comma Separated Values (.csv)
- Web Page (.htm)
- ✓ PDF

Specialty Formats

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- Symbolic Link (.slk)
- Excel 5.0/95 Workbook (.xls)

1	sisco Oriental Co LLC	Com			
2	Iran				
3	Phone: +98(21)8809555				
4	Fax: +98(21)8809578				
5	Mina				
6	Sales@sisco.com				
7	www.sisco.com				
8	Customer				
9	PGKIM WONG				
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12	Phone: (82) 67-77885544				
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23					-
24					-
25					-
26					-
27					-
28					-
29					-
30					-
31					-
32					-
33					-
34					-
35					-
36					-
37					-
38					-
39	SUBTOTAL			14,080.00	
40	Bank Charge			40.00	
41	Shipment				
42	OTHER			-	
	TOTAL			14,120.00	
40	Comments or Special Instructions				
41	All Original Invoice Sent By DHL				
42	AWB : 3256362536553				
44	Shipment Delivered to : Tita Logistic				



Handwritten signature

در زمان ارسال فقط به صورت PDF



نمونه های متفرقه CI

Commercial Invoice						
Date			Invoice No.			
Exporter			Consignee			
Address			Address			
City/State/ZIP			City/State/Zip			
Country			Country			
Phone/Fax			Phone/Fax			
Contact Person			Contact Person			
Tax ID No (EIN)	Total Gross Weight	Transportation	Tax ID No (EIN)	Terms of Sale		
Other	Total # of Pieces	AWB/BL#	Currency			
Commodity Description	HS	Country of Manufacture	QTY	UOM	Unit Price	Total Amount
These commodities, technologies, or software were exported from the United States in accordance with export administration regulations. Diversions contrary to United States law prohibited. We certify that this commercial invoice is true and correct.			Subtotal			
			Freight Cost			
			Insurance Cost			
			Total Invoice Value			
I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.						
Name		Signature		Date		

نمونه های متفرقه CI



نمونه های متفرقه
CI

COMMERCIAL INVOICE

(Please complete in English print)

نمونه های متفرقه
CI

INTERNATIONAL AIR WAYBILL NO. (NOTE: All shipments must be accompanied by a FedEx International Air Waybill & two duplicate copies of CI.)

DATE OF EXPORTATION SHIPPER'S EXPORT REFERENCES (i.e., order no., invoice no.)

SHIPPER / EXPORTER (complete name, address, telephone, Business Registration No./ Customs / Tax ID No. e.g. GST / RFC / VAT / IN / EIN / ABN / SSN, or as locally required)
CONSIGNEE (complete name, address, telephone, Business Registration No./ Customs / Tax ID No. e.g. GST / RFC / VAT / IN / EIN / ABN / SSN, or as locally required)

COUNTRY OF EXPORT IMPORTER - IF OTHER THAN CONSIGNEE (complete name, address and telephone)
REASON FOR EXPORT (e.g. personal gift, return for repair)
COUNTRY OF ULTIMATE DESTINATION

COUNTRY OF ORIGIN	MARKS/ NO'S.	NO. OF PKGS	TYPE OF PACKAGING	FULL DESCRIPTION OF GOODS <small>What is it? What is it made of? What is it used for? What is it a component of? e.g.) Ladies' 100% Silk Knitted Blouse.</small>	HS CODE	QTY.	UNIT OF MEASURE <small>e.g. pieces, units, set.</small>	WEIGHT <small>lb / kg</small>	UNIT VALUE <small>currency</small>	TOTAL VALUE

TOTAL PKGS	TOTAL WEIGHT	CURRENCY	TOTAL INVOICE VALUE

I DECLARE ALL THE INFORMATION CONTAINED IN THE INVOICE TO BE TRUE AND CORRECT.

Payment Method: L/C, T/T, Others
Check one: F.O.B., C & F, C.I.F.
Check if applicable

SIGNATURE OF SHIPPER/EXPORTER _____
NAME (PLEASE PRINT) _____ TITLE (PLEASE PRINT) _____ DATE _____



نمونه های متفرقه CI

[Company Name]
[Your Company Slogan]

COMMERCIAL
INVOICE

[Street Address]
[City, ST ZIP Code]
[Phone] [Fax]
[e-mail]

INTERNATIONAL AIR WAYBILL NO

DATE OF EXPORTATION April 22, 2016

EXPORT REFERENCES [order no] or [invoice no]

NOTE: All
 shipments must
 be accompanied
 by Federal Express
 International Air
 Waybill.

SHIPPER/
EXPORTER [Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

CONSIGNEE [Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

Country of Export	Country of Manufacture	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUPLICATE

No. of PKGS	WEIGHT	DESCRIPTION of Goods	Qty	Unit Price	LINE TOTAL
5.00	9.87gm	DESCRIPTION of Goods	5.00	\$ 12.00	\$ 60.00
			6.00	\$ 15.00	\$ 90.00
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
5.00	0				
				SUBTOTAL	\$ 150.00
				SALES TAX	5%
				TOTAL	\$ 157.50

I declare all the information contained in this invoice is correct

Signature
Date

Make all checks payable to [Your Company Name]
THANK YOU FOR YOUR BUSINESS!

نمونه های متفرقه CI



❖ توجه حرفه‌ای در کوشی CI



❖ CI یا همان فاکتور فروش از اسناد حمل به حساب می‌آید که جهت انجام تشریفات گمرکی در همه گمرکات دنیا مورد استفاده می‌باشد

❖ فاکتور فروش در زمان تحویل کالا صادر میشود

❖ بعضی از گمرکات کشورها به اصلی بودن فاکتور فروش اصرار دارند



Packing List

PL

نکات مهم Packing List



نام کالا



مشخصات کالا



تعداد



تعداد بسته



ابعاد بسته ها



وزن بسته ها



شیپینگ مارک



مشخصات شرکت فروشنده

نمونه PL

Sisco Oriental Co LLC

Iran
Phone: +98(21)8809555
Fax: +98(21)8809578
James
Sales@sisco.com
www.sisco.com

Customer

PGKIM WONG

Korea
Seoul
Phone: (82) 67-77885544
Fax: (82) 67-77885545
www.pgkim.com

Packing List

DATE 1/6/18
PL # PLSG65



CI #	Shiping Mark	Shipping Date	Delivery Place
SG23874	IRTRA	30/5/2018	Qatart DIA

ITEM #	DESCRIPTION	QTY (Pcs)	CTN	Weight (Kg)	CBM
AX4567	Camera Black Color	10	1	15	0.024
FG5687	Camera Black Color	20	2	34	0.048
JJ8767	Battery Slim Type	1000	10	200	0.090

Total Weight 13 249 0.162

Comments or Special Instructions

Total Weight 249 KG and Total CBM 0.162 CBM

James

نمونه PL



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AA AB AC AD

Sisco Oriental Co LLC **Packing List**

Iran
 Phone: +98(21)8809555
 Fax: +98(21)8809578
 James
 Sales@sisco.com
 www.sisco.com

DATE 1/6/18
 PL # PLSG65

Customer



PGKIM WONG
 Korea
 Seoul
 Phone: (82) 67-77885544
 Fax: (82) 67-77885545
 www.pgkim.com

CI #	Shipping Mark	Shipping Date	Delivery Place
SG23874	IRTRA	30/5/2018	Qatar DIA

ITEM #	DESCRIPTION	QTY (Pcs)	CTN	Weight (Kg)	CBM
AX4567	Camera Black Color	10	1	15	0.024
FG5687	Camera Black Color	20	2	34	0.048
JJ8767	Battery Slim Type	1000	10	200	0.090
Total Weight			13	249	0.162

Comments or Special Instructions
 Total Weight 249 KG and Total CBM 0.162 CBM

James

James

استفاده از نرم افزار اکسل



Home Insert Page Layout Formulas

Paste Cut Copy Format

Trebuchet MS 10

B I U

Sisco Oriental Co LLC

Iran
Phone: +98(21)8809555
Fax: +98(21)8809578
James
Sales@sisco.com
www.sisco.com

Customer

PGKIM WONG
Korea
Seoul
Phone: (82) 67-77885544
Fax: (82) 67-77885545
www.pgkim.com

Save As

Online Locations File Format

Excel Workbook (.xlsx)

Common Formats

- Excel 97-2004 Workbook (.xls)
- Excel Template (.xltx)
- Excel 97-2004 Template (.xlt)
- Comma Separated Values (.csv)
- Web Page (.htm)
- ✓ PDF**

Specialty Formats

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- Excel Macro-Enabled Workbook (.xlsm)
- Excel Macro-Enabled Template (.xltn)
- Excel 2004 XML Spreadsheet (.xml)
- Excel Add-in (.xlam)
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- Single File Web Page (.mht)
- UTF-16 Unicode Text (.txt)
- Tab Delimited Text (.txt)
- Windows Formatted Text (.txt)
- MS-DOS Formatted Text (.txt)
- Windows Comma Separated (.csv)
- MS-DOS Comma Separated (.csv)
- Space Delimited Text (.prn)
- Data Interchange Format (.dif)
- Symbolic Link (.slk)
- Excel 5.0/95 Workbook (.xls)

Save



CI #	Shipping Mark	Shipping Date	Delivery Place
SG23874	IRTRA	30/5/2018	Qatar DIA

ITEM #	DESCRIPTION	QTY (Pcs)	CTN	Weight (Kg)	CBM
AX4567	Camera Black Color	10	1	15	0.024
FG5687	Camera Black Color	20	2	34	0.048
JJ8767	Battery Slim Type	1000	10	200	0.090
Total Weight		13		249	0.162

Comments or Special Instructions

Total Weight 249 KG and Total CBM 0.162 CBM

James

در زمان ارسال فقط به صورت PDF



نمونه های متفرقه PL

Packing List

Company
Address
City, State, Zip
Phone : Email@email.com

Customer Name
Address
City, State, Zip
Phone : Email@email.com

Order Date	Ship Date	Shipping Company	Order Number	Customer PO Number

Quantity Ordered	Quantity Shipped	Product Weight	Description	Product Number

Totals

Total Ordered	Total Shipped	Total Weight	Shipment Notes

Additional Notes

نمونه های متفرقه PL



نمونه های متفرقه PL



Tel: 626-691-2940 • Fax: 626-969-7739
13521 Benson Avenue, Chino, CA 91710
www.spexcourier.com

Invoice / Packing List

CWB No.:

Date:

Shipper Information		Consignee Information		
Tax ID / VAT No.:		Tax ID / VAT No.:		
Company Name:		Company Name:		
Contact Name:		Contact Name:		
Phone Number:		Phone Number:		
Address:		Address:		
Box No.	Description of Goods	Quantity	Unit Price US\$	Amount US\$
Package pcs:		Invoice Total Amount: US\$		

- I understand the contents of the appointment of goods involving flight safety, security, fragile goods and airline rejection of delivery of goods, SPEX should be excluded from carriage.
 - I understand SPEX is only responsible for freight charge, if any additional charges incurred (such as export declaration charges, insurance, import duties, change the delivery address costs ... etc.), the additional burden is on their own.
 - I understand the information on the invoice should be declared true and non- hazardous materials or contraband, as a result of inaccurate reporting of the additional costs derived (e.g. withdrawal of charges , customs fines ... etc.), or shipments by customs seized, the unconditional support shall pay all costs and bear the relevant responsibility.
 - I shall be responsible for the proper packing of goods processing, such as the use of waterproof packaging or packaging of any goods due to damage caused by factors circumstances, SPEX will not bear the burden of any damage and value of the goods freight liability.
 - I understand the shipment invoice total imports to Taiwan more than NT\$3000, would impose import duty (other countries have different standards for transporting tax), the right to adjust the customs value of the goods, the amount of the final declaration is based on custom's decisions.
 - I understand one owned by the Taiwan law, the recipient/sender are required to sign full legal name at the time of receipt.
 - I understand the recipient must have a photocopy of the relevant documents and identity cards to the SPEX Taiwan clearance department to complete the clearance formalities. As a result, if the sender/recipient cannot meet the relevant provisions of that cargo ca using pieces to not go through clearance, it is agreed to abandon this consignment handling with no objection.
 - I understand the following provisions if the contents of the goods sent to Taiwan include supplements or food:
 1. All supplements need to fill out the brand, contents, particle number or weight (total particulate grains not exceeding 1200, the total weight of liquid or powder not exceeding 10lb)
 2. All foods are required to fill out the brand, contents (total weight does not exceed 10lb)
 3. All supplements and foods units are required to be unopened. The product needs to include the ingredient label on the packaging that is FDA approved and may not be homemade food or include any herbs.
 4. All supplements and food are required to provide a photocopy of identity card for SPEX Taiwan customs department 5. All supplements must be accompanied by a photocopy of proof of purchase.
 - SPEX Logistics Company Limited retains the right to modify the terms of delivery and content of these rights are subject to change without notice.
- I have read and agree to the above requirements as well as matters relating to the terms and conditions specified in SPEX Air Waybill (consignment).

Signature: _____

Date: _____

نمونه های متفرقه PL



❖ توجه حرفه‌ای در گواشی PL



❖ PL یا همان پکینگ لیست از اسناد حمل به حساب می‌آید که جهت انجام تشریفات گمرکی در همه گمرکات دنیا مورد استفاده می‌باشد

❖ PL میتواند غیر از اطلاعات مهم ذکر شده شامل اطلاعات بیشتری مانند شماره کارتن، رنگ کالا در هر کارتن و ...

❖ PL در زمان تحویل کالا صادر میشود

❖ بعضی از گمرکات کشورها به اصلی بودن PL اصرار دارند

❖ ما میتوانیم یک پکینگ لیست با اطلاعات مختصر و اجباری داشته باشیم برای گمرکات و یک پکینگ دیتیلز کامل با اطلاعات جزئی برای خودمان جهت بار چینی در انبار و دیگر کارهای لازم

قرار دادهای تجاری




نکات مهم در بحث قراردادها

پیشنویس تهیه کنیم

- ❖ اول خواسته های خود را در آن قرارداد روی کاغذ بیاوریم
- ❖ تعهدات خود را که می خواهیم به آن عمل کنیم بنویسیم
- ❖ تعهدات طرف مقابل را نیز در برگه عنوان کنیم
- ❖ طول مدت قرارداد را بنویسیم
- ❖ نکات مربوط به قسمتهای مالی را قید کنیم
- ❖ مورد قرار داد مثل خدمات یا آیتم را ذکر کنیم
- ❖ مشخصات دو طرف قرارداد را کامل ذکر کنیم
- ❖ با توجه به اهمیت قرارداد که پایین یا بالا است به یک وکیل بین المللی برای تنظیم نهایی مراجعه کنید

Signature _____



نمونه متفرقه LOI

Letter of Intent (Example)

(Insert Date)

Confidential

(Insert Candidate's Name)

Re: Employment Agreement

Dear (Candidate's Name),

This Letter of Intent (LOI) is entered into by and between _____(Hospital) and _____, (M.D./D.O. (Physician), collectively referred to as the Parties.

This LOI is intended to set forth the basic terms around potential relationships between (the Hospital) and (Physician) to support the delivery of health services to members of the Hospital's service area. This LOI is not intended to be a contract between the Parties; rather it is intended to set forth the terms from which (the Hospital) and (Physician) will negotiate a legally binding agreement.

- 1. Description of Arrangement:** In this arrangement, (Physician) would become a full-time employee of (the Hospital), would be responsible for providing professional and administrative services for (the Hospital) and would work with (the Hospital) to develop its _____program. (The Hospital) would provide (Physician) sufficient office space to enable (Physician) to carry on the full-time practice of (specialty) medicine. (The Practice) would include all necessary support staff in ratios agreed to by (the Hospital) and (Physician). (The Hospital) would provide all billing services, equipment and other resources reasonably necessary to operate (the Practice).
- 2. Employment Term:** The term of employment would be for _____ years. Provided, however, the employment agreement (Agreement) may be terminated earlier by the mutual written notice of the Parties, upon a material breach of either Party (subject to a Cure Period), upon the death or disability of the Physician, or the occurrence of certain specified events.
- 3. Compensation:** Base compensation under the Agreement would be _____ (\$000000) per year. As an incentive to achieve goals and strategic objectives of (the Hospital), Physician may receive additional incentive compensation in an amount equal to _____, based on the following formula (*Insert Hospital's Physician Incentive Compensation Plan*). In addition to the base and incentive compensation paid to Physician, Physician would, subject to eligibility and any contribution requirements, participate in (the Hospital's) fringe benefits programs. Premiums for malpractice insurance coverage would be provided by (the

نمونه متفرقه LOI



روشهای بررسی فروشنده معتبر



❖ بررسی وب سایت

❖ بررسی شبکه های اجتماعی و کامنتها

❖ نگاه به قدمت و تعداد پرسنل

❖ نگاه به مشتری های شاخص فروشنده

❖ ایجاد یک تماس تلفنی

❖ کمک از رایزنهای تجاری سازمان توسعه تجارت یا سفارتهای آن کشور در ایران

❖ درخواست مدارک مثبتی شرکت مقابل

❖ تایید گرفتن مدارک دریافتی با سفارت آن کشور در ایران

❖ سفر تجاری و مذاکره و بازدید

جمع بندی مباحث امروز

تعریف اسناد

RFQ

Quotation

PO

PI

CI

PL

قراردادها

LOI

تخفیفات

معیارهای
فروشنده معتبر







FSE
GROUP