

Instructions on How to Complete a Pro Forma Invoice

Please be sure to fill out the High-lighted sections. There is an example of a completed Pro Forma Invoice on our website, aoalab.com. Under the **Products** tab, click **Downloads** and scroll down to **International Shipping Documents**.

When filling out a Pro Forma Invoice please note the following:

Upper or lower = 1 Impression tray or 1 model.

Upper + lower = 2 impression trays or 2 models.

For Remakes

Models or impressions must be marked from Country where fabricated.

Appliance or digital models when provided by AOA must be marked "US" Country of Origin.

Below are images of items you may include in your shipments.



Dental Impression



3d Resin Dental Digital Models



Plaster or Stone Dental Models



Wax Bite Registration



Appliance

Different Scenarios for Returning Appliances to AOA:

Appliances that must have upper and lower models to function will count as quantity of 1.

Note: Herbst, MARA, Twin Blocks Frankel, Positioner, etc. are counted as quantity 1.

Any appliance that can function on a single arch as an upper or lower will count as a quantity 1 or quantity 2 depending on what you are returning to AOA. **Example:** Retainers, Aligners, Splints, etc. 1 arch = quantity 1, and 2 arches = quantity 2. Count should always equal the number of appliances being returned in this scenario.

Should you have any questions, regarding your International shipment, please contact 1.262.886.1050 or e-mail International.shipments@aoalab.com.