

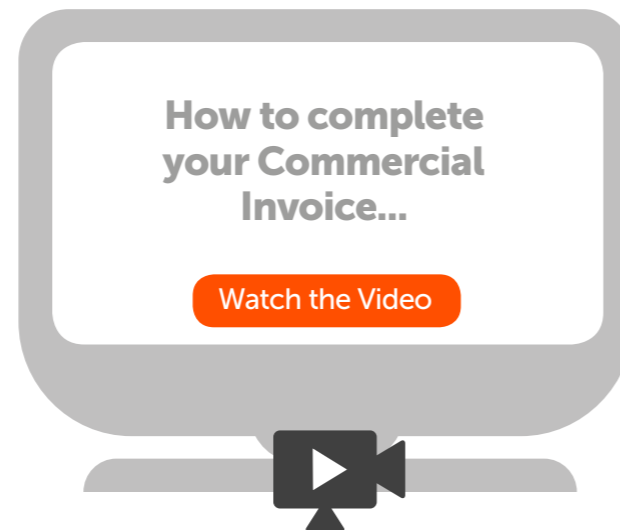
COMMERCIAL INVOICE COMPLETION



Commercial invoices are required for any shipment that travels outside of the European Union

How to complete your Commercial Invoice

To ensure you have all the relevant information, we recommend that you take a couple of minutes to watch our "how-to" video and use the infographic below as an additional checklist. You can also download our Commercial Invoice template in Word or PDF format, if you do not have a form available.



Download our Word Template

Why your Invoice is so important

It is essential for customs clearance that a signed invoice is provided. Taxes and duties are calculated on the information given in the form, so we want to give you all the relevant facts to prevent delays or excess charges. If you are shipping goods for sale, you will need a Commercial Invoice. If your consignment has no commercial value (e.g. personal gifts or items), then use a pro-forma invoice.

Your commercial invoice acts as a commercial statement or declaration of the contents and value within the transaction. Whoever fills out the invoice must ensure accuracy, as they may be liable for any legal consequences if your package causes a security or customs breach. For this reason it must be filled out by you, or a designated member of your company

Commercial Invoice

1 The word 'invoice' must be included on every commercial invoice. 'Pro-forma' can only be used when items with no commercial value are being shipped.

2 Both the sending and receiving companies' names and addresses need to be included, along with the date of the invoice and the invoice number.

3 You can find the correct tariff code at www.gov.uk/trade-tariff

4 The International Commercial Terms (INCO Terms) declare when the ownership of the goods officially changes hands and who becomes responsible for tax, duty and transportation costs.

5 A full description of the goods is necessary. Catalogue and part numbers alone are not enough. Remember to include the country of origin, item quantities and value.

6 The declaration must be signed and dated by the person filling in the form. Don't forget to include the job title.

Sender (True Sender / Owner)	Invoice Number 01122015
	Shipping Date 01/12/2015
	Consignment Number 3216987
	Invoice Currency USD
	Reason for Export Sale
	Sender EORI/VAT Number GB
	Receiver VAT/ID Number

Receiver (Buyer/Importer)
 Dave Brown
 Browns Confectionery Store
 Green Lane
 New York
 10001
 USA

HS Tariff Code	Description of Articles	QTY	Country of Origin	Weight	Unit Value	Total Value
4819	Cardboard folding cartons	10	UK	0.5KG	\$4	\$40

Invoice Sub total	\$40
Freight Charges	
Insurance	
Total Invoice Value	\$40

Declaration(s) I declare that to the best of my knowledge that the information on this invoice is true and correct.

Shipper Name & Job Title Peter Smith	Shipper Signature <i>P. Smith</i>	Date 01/12/2015
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