

How to Complete a Commercial Invoice

The Commercial Invoice is important for the clearance process used by customs officials to classify merchandise, so that duties & taxes can be correctly assessed.

[View a sample Commercial Invoice](#)

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The sample shown is a suggested format, but your commercial invoice should include the following information:

1. Shipper/Exporter:

Contact name, company name, full address and VAT number.

Shipper/Exporter (complete name and address) John Smith The Studio Graphics 184 London Road Whetstone, Leicester LE3 6HD Vat No. 437 7916 13

2. Country of Manufacture:

The country in which each of the commodities in your shipment was originally manufactured or produced.

Country of manufacture As above

3. Importer:

If the shipment will be handled by an importer who is not the recipient, add a full name and

Recipient (complete name and address) Jane Yarwood Computer Labels Inc. 1465 Oakland Avenue Interstate Industrial Park Memphis, USA TN 38200
Importer - If other than recipient (complete name and address) As above

address here.

4. Add the FedEx International Air Waybill number, our main reference for your

Federal Express International Air Waybill No.
400-7604-7274

shipment.

5. Your description of each commodity must include:

- Full description
- Harmonized code (where possible)
- Reason for export/intended use
- Any part or serial numbers
- Country of manufacture.

Mark/Nos	No. of pkgs	Type of packaging	Full description of goods	Qty	Units of measure	Weight	Unit Value	Total Value
1 of 1	1	Brown Package	Camera-ready Artwork (For printing in USA.)	1	kg	2.5		£125
	Total No. of pkgs					Total weight		Total Invoice value


6. Before you sign the Declaration

Ensure that all the information is consistent with the Air Waybill or your shipment could be delayed in customs.

Certain commodities may need extra documentation or export licenses.

We need one original commercial invoice with at least two copies, all individually signed.

We also recommend that you put a copy inside one package.

1	2.5	£125
<input type="checkbox"/> FOB <input type="checkbox"/> C&F <input type="checkbox"/> CIF		
I declare all the information contained in this invoice to be true and correct.		
Signature of shipper/exporter (type name and title and sign)		Date
J Smith, Designer 		12. 6. 95