

Company Letter Head

COMMERCIAL INVOICE

Invoice Information

Invoice Number		Invoice Date	
Order Number			

Shipper Information

Name		Name	
Address		Address	
Telephone		Telephone	
Fax		Fax	
VAT Number		VAT Number	
Country		Country	
Notify Party		Address	

Consignee Information

Shipping Information

AWB Number		Date Of Export	
Forwarding Agent		Payment Mode	

Shipment Information

Number Of Pieces	Specification Of Commodities	Wt (Kg)	QTY	Unit Price	Amount

Total Weight	Currency	Total Amount

Country Of Origin	
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I hereby certify that the items listed above are true and correct

Name _____
Signature _____

Commercial Invoice

Definition:

The commercial invoice is a legal document between the supplier and the customer that clearly describes the sold goods, and the amount due on the customer. The commercial invoice is one of the main documents used by customs in determining customs duties.

Invoice Information

Refers to the information regarding the commercial invoice

Invoice Number: The supplier invoice reference number

Invoice Date: The issue date of the invoice

Order Number: The customer order number of the goods

Shipper Information:

Refers to the information about the sender of the Goods

Name: The name of the sender

Address: The complete address of the sender, which includes the postal/zip code and the city name

Telephone: The telephone number of the sender.

Fax: The fax number of the sender

VAT Number: The sender Value Added Tax reference Number, for countries, which apply the VAT.

Country: The country the sender is located in.

Consignee Information:

Refers to the information about the receiver of the goods

Name: The name of the receiver

Address: The complete address of the receiver, which includes the postal/zip code and the city

Telephone: The telephone number of the receiver.

Fax: The fax number of the receiver

VAT Number: The receiver Value Added Tax reference Number, for countries that apply the VAT.

Country: The country the receiver is located in

Notify Party: The name of the party who affects the delivery of the goods.

Address: The address of the party to be notified

Shipping Information

Refers to the information about the shipping of the goods

AWB Number: The Air Way bill number under which the goods are shipped

Forwarding Agent: The shipping company name

Date of Export: The date of which the goods are shipped

Payment Mode: The paying mode of shipping that may be prepaid, collect or free domicile

Shipment Information

Refers to the information about the goods to be shipped

Number of Pieces: The number of parts the shipment consist of

Specification of Commodities: The description and nature of the Goods to be shipped.

Wt: The gross weight of the each piece

Qty: Number of units of the Goods.

Unit Price: The value of each item unit

Amount: The amount of each set of Goods

Total Weight: The total gross weight of the goods

Currency: The Currency used for pricing the item

Total Amount: The total value of the shipment

Country Of Origin: The country where the Goods where manufactured

Name: The name of the sender

Signature: The signature/company stamp of the sender