

# Commercial Invoice

<b>1) AWB (tracking) number:</b> <b>3) Your Reference:</b> (if any)	<b>2) Date of shipping:</b> <b>4) Invoice no. and date:</b> (if any)
<b>5) Sender/exporter/shipper details:</b> Name: Full Address:  Postal/Zip code: Phone number: Email (optional): Tax number (if known):	<b>6) Consignee/Importer/recipient details:</b> Name: Full address:  Postal/Zip code: Phone number: Email (optional): Tax Number (If known):
<b>7) Purpose of export: (please tick)</b> Order return Return for repair Return after repair Sale Intra- company transfer Marked Samples (no Resale) Personal effects (used- no resale) Personal use (new- no resale) Gift Other (please specify):	<b>8) Importer (if other than consignee):</b> Name: Full address:  Postal/Zip code: Phone number: Email (optional): Tax number:

9) Country of manufacture (each item)	10) Full description of goods: (please refer to instructions)	11) QTY of each item	12) Unit value of each item:	13) Total Value of the item:

<b>14) Incoterm:</b> (if known)	<b>15) Currency:</b>
---------------------------------	----------------------

<b>16) Shipping charges:</b>
<b>17) Total invoice value:</b>
<b>18) Total no. of packages:</b>
<b>19) Total weight: (KG)</b>

I declare that the information contained in this invoice is true, accurate and correct to the best of my knowledge:

Name:\_\_\_\_\_ Signature:\_\_\_\_\_ Date:\_\_\_\_\_

# Instructions/advice how to complete Commercial Invoice

To be completed by the sender of the goods.

- 1) Please supply the FedEx or DHL AirWay Bill or Tracking number. This can be found on the label supplied at the time of booking your order.
- 2) Please specify the date of collection.
- 3) Please supply an internal reference (optional). This can be your P2G order number or a reference used between you and the recipient of your shipment.
- 4) Indicate the invoice number and date of invoice (if applicable to your goods/sale). Please attach a copy of the invoice with your customs commercial invoice if you have one.
- 5) Please complete the name, street address, town, city/state postal code and contact details of the sender/exporter. Some countries insist on VAT numbers of sender is VAT registered, please supply this if known.
- 6) Please complete the name, street address, town, city/state, postal code and contact details of the receiver/importer. If the receiver/importer is VAT registered please supply the VAT number.
- 7) Please select a reason for exporting your goods. Please be aware personal items/gifts are closely monitored when entering certain countries, so please be sure you are able to verify if this is the reason for import/export if needed.
- 8) The importer specified in this field is responsible for any duty and taxes incurred from the shipping of this item. If the importer of record is different from the delivery details please specify here otherwise leave blank.
- 9) Please specify where the goods were manufactured. Please be aware that EU cannot be accepted as place of manufacture. It must be country specific, e.g. made in Italy.
- 10) Please supply a full description of your goods. A good description indicates what the goods are, what they are made of and what they are used for. E.g. 5 men's 100% cotton solid dress shirts. If possible please provide the tariff code. E.g. 6205.20.2025. It is not insisted that tariff codes are supplied; however, where possible (especially with unusual commodities) it is encouraged. Please be aware Parcel2Go cannot obtain these for you.
- 11) Please specify the number of each product you have. E.g. 5 shirts 2 pairs of shoes.
- 12) Please specify the value of each item. E.g. the value of each individual shirt.
- 13) Please specify the total value. E.g. the total value of 5 shirts
- 14) Please specify the Incoterm. This is not required but please specify if known.. Incoterms are internationally recognised and can help clarify misunderstandings of shipment arrangements. E.g. DDQ is the international Incoterm specifying that the sender is responsible for shipping arrangements and safe delivery but is not responsible for duty and taxes. Please be aware Parcel2Go cannot offer further advice on this, so please leave blank if you are not sure.
- 15) Please specify the currency you have entered values in. Please be specific, e.g. if in dollars please specify which: USA, Canadian, etc.
- 16) Indicate the cost of transportation charges including insurance.
- 17) Indicate the total invoice value, e.g. merchandise, shipping and insurance cost.
- 18) Please indicate how many parcels you are sending included in this commercial invoice.
- 19) Indicate the total weight of your shipment. Please ensure this is in KG.