

# COMMERCIAL INVOICE

This invoice must be completed in English

<b>SHIPPED FROM:</b> Tax ID/VAT No.: Contact Name: Telephone No.: E-Mail: Company Name/Address:  Country: Parties to Transaction: <input type="checkbox"/> Related <input type="checkbox"/> Non-Related	Date:  Air Waybill No.:  Invoice No.:  Purchase Order No.:  Payment Terms:  Incoterms:  Reason for Export: <input type="checkbox"/> Sold <input type="checkbox"/> Not Sold <input type="checkbox"/> Other
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<b>SHIPPED TO:</b> Tax ID/VAT No.: Contact Name: Telephone No.: E-Mail: Company Name/Address:  Country:	SOLD TO: <input type="checkbox"/> Same as SHIPPED TO:   Company Name/Address:   Country:
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No. of Packages	No. of Units	Unit of Measure	Description of Goods (Including Harmonized Tariff No.)	Country of Origin	Value Unit	Total Value

Total No. of Packages:	Subtotal:	
Total Weight (Indicate LBS or KGS): <input type="checkbox"/> LBS <input type="checkbox"/> KGS	Insurance:	
Special Instructions:	Freight:	
	Packing:	
	Handling:	
	Other:	
Declaration Statement(s):	Invoice Total:	
	Currency Code:	

Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

I declare that all the information contained in this invoice to be true and correct. 04/25/08

## Commercial Invoice Definitions and Instructions

<b>Field</b>	<b>Explanation</b>
Tax ID/VAT No.	Tax identification number
Contact name	Contact name
Telephone No.	Telephone number
E-Mail	E-Mail address
Company Name/Address	Company name, if applicable, and complete address
Country	Country
Date	Ship date
Air Waybill No.	FedEx International Air Waybill (Tracking) number
Invoice No.	Optional
Purchase Order No	Optional
Payment Terms	If applicable
Incoterms	Some common Incoterms with brief definitions: FCA - The seller fulfils obligation to deliver when the goods are handed over to the carrier, cleared for export. The buyer assumes all further cost and risk. CPT - The seller pays the freight for carriage to the named destination. The buyer assumes all risk of loss or damage, as well as any further costs. CIP - The seller has the same obligations as under CPT but also must procure cargo insurance against the buyer's risk of loss or damage (not FedEx Declared Value). DDU - The seller bears all costs and risks involved in transporting the goods to the named place in the country of destination, excluding duties, taxes and other official import fees. DDP - The seller has the same obligations as under DDU but also is responsible for payment of duties, taxes and other official import fees.
Parties to Transaction	Some examples of a related party are family member, stockholder or related corporation
Reason for Export	Indicate whether the goods are sold or not sold
Sold To	Complete this section if the consignee (recipient) is <b>not</b> the importer of record
No. of Packages	Number of packages (for each line)
No. of Units	Quantity
Unit of Measure	Unit of measure (pieces, pairs, etc.)
Description of Goods	Complete description (what is the item, what is it made of, what is it part of, etc.)
Harmonized Tariff No.	Include the HTS#, if known
Country of Origin	Country in which the product was manufactured
Unit Value	Unit value
Total Value	Total value for each line
Total No. of Packages	Total number of packages in the shipment
Total weight	Total weight of the shipment
Special Instructions	Optional
Declaration Statements	Include any appropriate declaration statements
Subtotal	Subtotal the invoice
Insurance	Insurance charges, if any
Freight	Freight charges, if included in invoiced value
Packing	Packing costs, if any
Handling	Handling fees, if any

Other  
Invoice Total  
Currency Code  
Signature/Title  
Date

Any other applicable fees  
Total invoice value  
Enter the appropriate currency code for the transaction  
Signature and title of the person who prepared the invoice  
Date