

COMMERCIAL INVOICE

This invoice must be completed in English

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

Commercial Invoice Definitions and Instructions

Field	Explanation
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 not 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