

## **PROFORMA / COMMERCIAL INVOICE**

A Customs Invoice is required when sending dutiable goods (generally above US\$10 in value) to countries outside the EU. The requirements are set by the Customs Authorities in each country. Contact DHL Customer Services if you need to check requirements for the country you are shipping to. Failure to complete the invoice correctly can result in shipments being held or returned to origin.

Select **Proforma Invoice** when sending goods of no commercial value (ie. goods that are not for resale) or personal shipments.

Select **Commercial Invoice** when the goods are part of a commercial transaction or when shipping to Eastern Europe. Commercial Invoices should preferably be printed or typed on the company's headed paper. Three original copies of the Customs Invoice will usually be required.

### **Invoice Number**

For Commercial Invoices, enter your sales invoice number. For Proforma invoices, assign a unique reference number. An invoice number must be stated for all shipments to Eastern European countries, such as Bulgaria, Hungary, and Romania.

### **Terms of Delivery**

If unsure, tick ExWorks (EXW). If shipping to Eastern Europe add the origin city name eg. EXW Dublin. For more information please see the Incoterms section of the International Chambers of Commerce web site – [www.iccwbo.org/incoterms](http://www.iccwbo.org/incoterms)

Terms of trade provide information in respect of the carriage of goods, export and import clearance and the division of costs between the parties involved. Failure to specify terms of trade may result in the return of shipments if rejected by Customs.

### **Description**

Detailed description of the items being shipped. The description should be understandable to non-specialists (ie. abbreviations for contents are not acceptable). Where items are contained in sets, it is not sufficient to list them as one item eg. 'software sets' should be given as CD ROMs, software and brochures with the quantity of each listed separately. For clothing and fabric, state the material name and composition.

### **Customs Commodity Code**

Optional. If unknown, this will be completed by DHL.

### **Country of Origin**

The country of origin or manufacture for each item listed.

### **Currency**

Enter the 3 letter Currency Code for the currency that the contents are valued in eg EUR – Euro, STG – Pounds Sterling, USD – US Dollars.

### **Reason for Export**

Enter either Permanent, Temporary or Repair/Return as appropriate.

For Proforma Invoices add ‘ Value for Customs purposes only.’, ‘Person to Person Gift’ or ‘No commercial value’ as appropriate. Extra explanation or statements may be added as required.

### **Signature, Name, Date**

It is essential that the Customs Invoice is signed and dated. Some countries will require an original signature in blue ink as well as a printed name.

### **Company Stamp**

Some East European and Asian countries require a Company Stamp on Commercial Invoices.