

Sample Commercial Invoice

Commercial Invoice	Invoice Date	
Invoice Number	Shipper Tax ID/VAT No.	
Terms of Sale (Incoterm)	Contact Name	
Customer Purchase Order No.	Company Name	
Letter of Credit Number	Company Address	
Bill of Lading/Air Waybill No.	City	
Exporting Carrier	State	
PACKAGE MARKS:	Postal Code	
NOTIFY:	Country	
Country of Origin	Telephone No.	
Ship To Tax ID/VAT No.	Sold To Tax ID/VAT No.	
Contact Name	Contact Name	
Company Name	Company Name	
Company Address	Company Address	
City	City	
State	State	
Postal Code	Postal Code	
Country	Country	
Telephone No.	Telephone No.	

No. Units. Units of Measure	Description of Goods. Include Harmonized Tariff Schedule (HTS) Code	Unit Value	Total Value
Additional Comments		Invoice Line Total	
		Discount/Rebate	
		Invoice Sub-Total	
		Freight Charges	
Declaration Statement		Freight Insurance	
		Other Charges	
		Invoice Total Amount	
		Currency Code	
Shipper Signature/Title	Date	Total Number of Packages	
		Total Weight	
These commodities, technologies, or software were exported from United States in accordance with Export Administration Regulations. Diversion contrary to United States laws is prohibited.			

Source: Capela, J.J., "Import/Export For Dummies", For Dummies; 1ST edition (June 30, 2008)