

Commercial	<input type="checkbox"/>	Proforma	<input type="checkbox"/>
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<b>1) Date of Invoice</b>		<b>2) Consignment No.</b>	
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<b>3) Shipper's Name</b>		<b>9) Receiver's Name</b>	
<b>4) Shipper's Address</b>		<b>10) Receiver's Address</b>	
<b>5) Contact Name</b>		<b>11) Contact Name</b>	
<b>6) Contact Number</b>		<b>12) Contact Number</b>	
<b>7) Shipper's VAT No</b>		<b>13) Receiver's VAT / PID No.</b>	
<b>8) FDA Registration No.</b>			

<b>14) No. of Pieces</b>		<b>15) Total Weight</b>	
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<b>16) Commodity Code</b>	<b>17) Full Description of Goods</b>	<b>18) No. of items</b>	<b>19) Unit Value</b>	<b>20) Total Value</b>	<b>21) Country of Manufacture</b>
				<b>22) Total Value GBP</b>	

<b>23) Reason for Export</b>	
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<b>24) Terms of Delivery</b>	DDU
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**25)** I declare that the above information is true and correct and to the best of my knowledge. The exporter of the products covered by this document, declares that, except where otherwise clearly indicated, these products are of \_\_\_\_\_ preferential origin

I declare that the products covered by this document are not subject to any export or import prohibitions & restrictions

**26)** For and on behalf of the above named company:-

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Position in Company: \_\_\_\_\_

## When to supply an invoice

If you send shipments through the postal/courier network to a non-EU destination you will need to supply

Customs paperwork in the form of a Proforma or Commercial Invoice in order to clear your shipment through Customs at its destination.

Invoices are not required for EU countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain or Sweden.

## Preparing an invoice

Firstly, the invoice must state whether it is a "proforma invoice" or "commercial invoice":

A proforma invoice is to be used for consignments that are being supplied to the consignee free of charge

A commercial invoice is to be used for consignments which are being sold to the consignee

1. The date of collection
2. Consignment number will be added by UK Postbox when booked onto the system
3. Your personal/company name
4. Your personal/company UK Postbox address with Customer ID number - Unit \_\_\_\_\_
5. UK Postbox contact name
6. UK Postbox telephone number
7. Your VAT / TURN number. If you are a business and do not have a VAT number print "Unregistered". If you are a private shipper print "PR".
8. Certain commodities exported to the USA require the sender to register with the FDA in USA. These commodities include cosmetics, pharmaceutical products, non-perishable food items. Refer to [www.fda.gov](http://www.fda.gov) for further information. A copy of the Prior Notice must be attached to the invoice before export.
9. The name of the person/company you are sending your consignment to (the consignee)
10. The address and country of the country of the company you are sending to
11. The contact name at the company you are sending to
12. The telephone number of the company you are sending to
13. The company registration (VAT) number or Personal ID (PID) number of the person you are sending to. This required to clear your shipment through Customs and is mandatory for consignments to Norway.
14. Number of parcels in the consignment
15. Total gross weight of the consignment in kilograms
16. This box is optional; if you know the Customs Commodity Code (Tariff Number) for the item you are sending, insert it in here alongside the description of the goods. The Customs Commodity Code dictates the amount of duty that will be applied by Customs to the goods when they arrive. This can assist the network in the clearance of the goods, speed up the process and ensure that the shipper's customer will not be over-charged in duties.
17. Full and accurate description of the goods is essential for Customs and airline security purposes. Poorly described shipments could be detained for further examination by Customs and so delay the delivery of the consignment.
18. Number of items for each description in box 17
19. Unit value of each item in box 17
20. The total of box 18 multiplied by box 19
21. Country of manufacture of your goods – list separate countries, if applicable
22. Total of box 20
23. State the reason for export e.g. sales, samples for review.
24. Terms of delivery – UK Postbox only accepts consignments which are prepaid and the duty/tax is payable by the consignee. This is represented by the universal customs code "DDU"
25. Declaration of origin. Certain countries may offer duty relief if an EUR declaration is made or an EUR1 document is supplied with the goods. Consult your local Customs officer for further details. UK Postbox will not accept consignments which are subject to any export or import prohibitions and restrictions, unless agreed in writing prior to export.
26. Original signature, printed name, position of the person completing the invoice

## Return completed form

1. Scan and email the completed form to [customer.services@ukpostbox.com](mailto:customer.services@ukpostbox.com)
2. Scan and upload the completed form - <https://ipostmail.net/VerificationUpload/Insert.aspx>
3. Post the form to: Mailroom, UK Postbox, Hollybank House, Old Wareham Road, Poole, BH16 6AQ. UK