Commercial ☐   **Proforma** ☐

INVOICE

1) Ship to		**2) Con. No.**	
Company Name		**Carrier**	
Street		**No of pieces**	
Town/Area Code		**Total weight**	
State/Country		**Dimensions**	X X cms
Contact Name		**Phone No.**	

3)Customs Commodity Code	**5) Full Description of Goods**	**6) No. of Items**	**7) Total Value for Customs**
4)Customs Number			

8) Senders VAT No														

9) Name & Address of Manufacturer	
10) Reason for Export	
11) Declaration	

12) I declare that the above information is true and correct to the best of my knowledge, and that the goods are of ——————— origin.

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

Name (in print)_____   Signature _____

Position in company   _____

Preparing an invoice

If you send shipments that have to be declared to Customs you are required to complete a commercial or 'proforma' invoice detailing the contents and value of the shipment. (This excludes EC destinations). To make things easier for you we have supplied you with this laminated

master copy of a proforma invoice. You can photocopy this onto your company letterhead paper as many times as you wish. Please remember, you'll need 5 copies of this proforma invoice for each consignment, each with an original signature.

It is advisable to type your declaration to avoid delays going through customs.

1. *Your addressee's details:*
   Insert the full name and address of the person and company you are sending to.

2. *Con note number, number of pieces, total weight of all items, and dimensions of each parcel.*

3. *Customs Commodity Code:*
   This box is optional; if you have a Customs commodity code for the item you're sending, insert it 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 sent when they arrive. This can assist the network in the clearance of goods, speed up the process and ensure that the shippers' customer will not be over charged in duties.

4. *Customs Number:*
   This is required for DPD exports to non-EU countries that have a value over £600 or €1000 only. The customer must obtain this number from the German Customs office by completing an application form, which is available from International Customer Services.

5. *Description of goods:*
   Describing the goods as accurately as possible 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 shipment.

6. *Number of items:*
   The total number of items in each package you are sending.

7. *Total value of goods:*
   This box is for Customs purposes. Please insert at least the replacement value of the goods you are sending and denote the currency.

8. *Your VAT number:*
   If you don't have a VAT number please ring UNIREG for assistance. If you are a private shipper print "PR".

9. *Full name and address of the manufacturer:*
   This is vital for some Middle Eastern Countries.

10. *The reason for export:*
    Please state whether your goods are for sales, samples for review, items for repair or return etc.

11. *Certain countries may offer duty relief if an EUR declaration is made or a EUR 1 document is supplied with the goods. Consult your local Customs Officer for details.*

12. *The country of origin of your shipment.*

13. *Your signature.*
    The person responsible for sending the shipments signs here.

Note:

i) We cannot carry IATA classified dangerous goods.

ii) Computer parts, printed circuits etc. may require an export license. Check with the Department of Trade and Industry in London for details on 0207 215 8070

a. When sending videotapes, include the subject matter and the length and width of the reel of tape inside the case.
b. When sending fabrics, all countries require details of fibre content. Samples must be marked 'sample' or 'cut 1 ½ inches' and the invoice must state that the garment is mutilated. When sending fabrics to the USA, show the fibre content by weight and value, thread count, ounces per square yard, plus type of cotton if any in fabric