

COMMERCIAL INVOICE					
Shipment Info:			Shipper Information:		
Date:			ABN No:		
House Air Way Bill No:			FDA Registration Number:		
Terms of Sale: SAMPLES			Contact Name:		
Reason for Export:			Company Name:		
			Company Address:		
			City/State:		
SAMPLES ONLY			Postal Code :		
			Country:		
			Telephone Number:		
			Email:		
Consignee Info: ATC International					
			For Delivery Instructions Please Contact:		
Contact Name: Amy Frey			Your Trade Show Contact:		
Company Name: ATC International			Telephone Number:		
			Delivery Address:		
Company Address: 2201 Distribution Circle					
City/State/Postal Code: Silver Spring, MD 20910					
Country: USA					
Telephone Number: 301-562-6960					
Email: akfrey@atcinternational.net					
# Units	Unit Measure (Kg or ml)	Description of Goods (Include Harmonized Tariff Number if possible – first six digits)	Country of Origin	Unit Value	Total Value
Additional Comments:			Invoice Sub Total		
Samples of No Commercial Value-			Freight Total		
Values provided for US Customs Purposes ONLY			Invoice Total		
			Currency		
Shipper Signature/Title/Date:			Total Number of Ctns		
			Total Weight (LBS/KGS)		

Commercial Invoice Instructions and Details:
(Do not send this document with the invoice – FYI ONLY)

The Commercial Invoice functions as a “bill of sale” between the shipper and the receiver and is considered the most important form for international shipping. It identifies the products being shipped, including origin, use and value. A commercial invoice is required even for sample shipments and value must be assigned to all items, again, even if they are samples and have no commercial value assign a value of \$1 per unit for US Customs Purposes.

By stating that the “Samples are of no commercial value – value for customs purposes only” this should ensure that duty will not be charged for the shipment. However, the ultimate decision will be with US Customs. There is no guarantee that the shipment will be cleared duty free – even samples.

More shipments are held due to an inaccurate “Description of Goods” than for any other cause. Customs requires a complete and accurate description. Here are some specifics to help you:

For Textile Items:

- Type of article: sweater, trousers, blouse, towel, rug, etc.
- End user: men’s women’s child’s, unisex, etc.
- Fabric content: 100% cotton, 50% cotton/50% polyester, wool, etc.
- Manufacturing process: woven, knitted, etc.
- FOR TEXTILES OR ANY SHIPMENT THAT CONTAINS TEXTILES (EVEN FOR PROMOTIONAL USE) YOU WILL ALSO NEED TO FILL OUT A SINGLE COUNTRY DECLARATION FORM – ALSO KNOWN AS A TEXTILE DECLARATION FORM.

For Non-Textile Items:

- Type of item: bolt, cable, pipe, windshield wiper blades, etc.
- What the item is made of: plastic, steel, aluminum, glass, etc.
- What the item is used for: for sewing machines, for air compressors, for windshield wiper assemblies, etc.

One original and three copies of the commercial invoice should be supplied to the freight company or international carrier. A copy of the commercial invoice should also be faxed to ATC International in the USA, if ATC is the Importer of Record. ATC’s fax number is 301-562-6972.

Specifics about filling-in the Invoice above:

- If the trade show or if shipping samples for a buyer, please put this info on the form as well as the address of the trade show (if shipping direct to the show) and a contact phone number for the show.
- If shipping food or food related items, FDA Registration is required. Please put your company’s FDA Registration number under Shipper Information.
- # Units = how many of each item are you shipping
- Unit Measure = pair, kilo, liter, ml, ounces etc
- Description = be as detailed as possible. The 6 digit harmonized code is not required but its helpful if you know at least the first six digits of the product harmonized tariff codes for each item.
- Country of Origin = Australia or wherever product was made
- Unit value = wholesale price
- Total value = # units multiplied by unit value
- Invoice Sub Total = total value of goods
- Freight Total = optional
- Currency = be sure to specify if your costs are in Australian dollars (AUS \$) or US dollars (US \$)
- Very import = SIGN THE COMMERCIAL INVOICE!