About the Commercial Invoice

A commercial invoice form is used for all shipments containing non-documents. The commercial invoice is the primary document used for importation control, valuation, and duty determination. This document identifies the products being shipped.

The form should include:

- Complete name and address information for both shipper and consignee
- Phone numbers for both shipper and consignee
- Terms of Sale (Incoterm)
- Reason for export
- A complete description of the item
- What is the item?
- What is the item used for?
- Harmonized Tariff Codes, if known
- Country of origin (where manufactured) for each commodity
- Number of units, unit value, and total value (purchase price) of each item
- Number of packages and total weight
- Shipper's signature and date

A nominal or fair market value must be stated for items of no commercial value.

(2 Samples below)

COMMERCIAL INVOICE

SHIPPER/EXPORTER	INVOICE NO.	DATE
	CUSTOMER PURCHASE ORDER NO.	BILL OF LADING/AIR WAYBILL NO.
	EXPORT LICENSE NO.	LETTER OF CREDIT NO.

CONSIGNEE	TERMS OF PAYMENT	TERMS OF SALE	CURRENCY
	PAYMENT DUE	DATE OF SHIPMENT	
	COUNTRY OF ORIGIN	MODE OF SHIPMENT	

| NOTIFY PARTY/INTERMEDIATE CONSIGNEE | SPECIAL INSTRUCTIONS |
| | PORT OF SHIPMENT | PORT OF DESTINATION |

| FORWARDING AGENT | EXPORT CARRIER |

QUANTITY	DESCRIPTION	UNIT	NET WEIGHT	GROSS WEIGHT	UNIT PRICE	TOTAL PRICE

| MARKS AND NUMBERS | ADDITIONAL CHARGES (Packing, Insurance, Documentation, etc.) | |
| | TOTAL INVOICE VALUE | |

CERTIFICATIONS/DECLARATIONS:

AUTHORIZED SIGNATURE

(PRINT NAME AND TITLE)

STF EX10024F

Invoice

From

Tax ID/VAT No.:

Contact Name:

Company Name:

Address:

City State/Province:

Postal Code Country/Territory:

Phone:

Waybill Number: Shipment ID:

Date:

Invoice Number (Reference 1):

Purchase Order Number (Reference 2):

Terms of Sale (Incoterm):

Reason for Export:

Ship To

Tax ID/VAT No.:

Contact Name:

Company Name:

Address:

City State/Province:

Postal Code Country/Territory:

Phone:

Sold To

Tax ID/VAT Number:

Contact Name:

Company Name:

Address:

City State/Province:

Postal Code Country/Territory:

Phone:

Units	U/M	Description of Goods/Part Number	Harmonized Code	C/O	Unit Value	Total Value	Currency

Additional Comments:

Declaration Statement:

Invoice Line total: _____

Discount/Rebate:

Invoice Sub-Total: _____

Freight:

Insurance:

Other: _____

_____ Currency

Total Invoice amount:

Shipper's Signature / Title   Date

Total Number of Packages:

Total Weight:

These commodities, technology, or software were exported from the United States in accordance with the Export Administratior Regulation.Diversion contrary to U.S. law is prohibited.