

COMMERCIAL INVOICE

SHIPPER / EXPORTER <i>(Full name and address)</i>	COMMERCIAL INVOICE NO.	DATE
	CUSTOMER P.O.NO.	B/L, AWB NO.
	COUNTRY OF ORIGIN	DATE OF EXPORT
CONSIGNEE <i>(Full name and address)</i>	TERMS OF PAYMENT	
NOTIFY: INTERMEDIATE CONSIGNEE <i>(Full name and address)</i>	EXPORT REFERENCES	
FORWARDING AGENT	AIR/OCEAN PORT OF DEPARTURE	
EXPORTING CARRIER	INVOICE CURRENCY	

PKGS.	DESCRIPTION	NET WT.	GROSS WT.	QUANTITY	UNIT PRICE	TOTAL VALUE
PACKAGES MARKS AND NO.		MISC. CHARGES <i>(Packing, Insurance, etc.)</i>				
		INVOICE TOTAL				
<div style="border-top: 1px solid black; width: 200px; margin: 0 auto;"></div> AUTHORIZED SIGNATURE						



TRANSPORTATION & LOGISTIC SERVICES

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Commercial Invoice Instructions

- Item 1.** SHIPPER / EXPORTER - the name and address of the principal party responsible for effecting export of the named good(s).
- Item 2.** CONSIGNEE - the name and address of the person/company to whom the goods are shipped for the designated end use.
- Item 3.** INTERMEDIATE CONSIGNEE - the name and address of the party who effects delivery of the merchandise to the ultimate consignee.
- Item 4.** FORWARDING AGENT - the name and address of the duly authorized forwarder acting as agent for the exporter.
- Item 5.** EXPORTING CARRIER - the carrier assigned by the shipper / exporter to move the good(s).
- Item 6.** COMMERCIAL INVOICE NO. - Commercial Invoice number assigned by the exporter.
- Item 7.** DATE - the date the commercial invoice was created.
- Item 8.** CUSTOMER P.O. NO. - customer's reference of order number.
- Item 9.** B/L, AWB NO. - Bill of Lading, or Air Waybill, number if known.
- Item 10.** COUNTRY OF ORIGIN - country of origin of good(s) in shipment.
- Item 11.** DATE OF EXPORT - actual date of export of merchandise.
- Item 12.** TERMS OF PAYMENT - describe the terms, conditions, and currency of settlement as agreed upon the vendor and purchaser per the Pro Forma Invoice, customer Purchase Order, and/or Letter of Credit.
- Item 13.** EXPORT REFERENCE - may be used to record other useful information, e.g. - other reference numbers, special handling requirements, routing requirements, etc.
- Item 14.** AIR/OCEAN PORT OF EMBARKATION - ocean port/pier, or airport to be used for embarkation of merchandise.
- Item 15.** INVOICE CURRENCY – the currency the commercial invoice values are calculated in.
- Item 16.** PACKAGES - record number of packages, cartons, or containers per description line.
- Item 17.** DESCRIPTION - provide a full description of items shipped, the type of container (carton, box, pack, etc.), the gross weight per container, and the quantity and unit of measure of the merchandise.
- Item 18.** NET WEIGHT - record total net weight per description line.
- Item 19.** GROSS WEIGHT - record total gross weight (includes weight of container) per description line.
- Item 20.** QUANTITY - record total number of units per description line.
- Item 21.** UNIT PRICE - record the unit price of the merchandise per the unit of measure.
- Item 22.** TOTAL VALUE - compute the extended total value of each line.
- Item 23.** PACKAGE MARKS - record any marks and numbers that are identified on the shipping containers.
- Item 24.** MISC. CHARGES - record any miscellaneous charges which are to be paid for by the customer - export transportation, insurance, export packaging, inland freight to pier, etc.
- Item 25.** CERTIFICATIONS - any certifications or declarations required of the shipper regarding any information recorded on the commercial invoice.