

## Commercial Invoice

<b>Invoice Address</b>	
1a) Company Name:	
1b) Name:	
1c) Address:	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>

<b>Delivery Address</b>	
2a) Company Name:	
2b) Name:	
2c) Address:	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>

3a) Date:	
3b) Reason For Export:	
3c) Order Reference Number:	

<b>Address Of Sender</b>	
4a) Company Name	
4b) Senders Name	
4c) Senders Address:	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>

5a) Description of Goods	5b) Customs Tariff No.	5c) Country of Origin	5d) Quantity	5e) Value Per Unit	5f) Sub Total
				<b>5g) Total Value</b>	
				<b>5h) Currency</b>	GBP

<b>Shipment Data</b>			
6a) Total Weight:		6b) Consignment Number:	
6c) Number Of Parcels:		6d) Delivery Terms:	DDU

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 EU preferential origin.

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## *When to supply an invoice*

If your consignment is travelling from the UK (or Europe) to an area outside the EU then you MUST complete these documents and attach five copies to the parcel, each with an original signature, or hand them to the delivery driver.

A commercial invoice (sometimes called a Pro-Forma invoice) is simply a document to declare what is contained within your parcel(s). When goods travel across borders and countries they may incur customs charges. It is these documents that determine what the receiver has to pay to have the goods released from Customs.

The invoice must be typed and not hand-written.

### **How to complete the Invoice**

Please ensure that ALL of the below information is provided on the invoice. Incomplete invoices can cause shipments to be held or returned, and may result in additional charges.

#### Section 1- Invoice Address

- 1a) Company Name- Enter the company name
- 1b) Name- Enter the contact name
- 1c) Address- Enter the address
- 1d) Postcode- Enter the postcode
- 1e) Country- Enter the Country from where the goods are being invoiced from
- 1f) Telephone Number- Enter the local telephone number
- 1g) Vat Number- Enter the Business VAT number, if you are not VAT Registered, please write "Not VAT Registered".

#### Section 2- Delivery Address

- 2a) Company Name- Enter the delivery addresses company name
- 2b) Delivery Name- Enter the delivery addresses contact name
- 2c) Delivery Address- Enter the delivery addresses address
- 2d) Postcode- Enter the delivery addresses postcode
- 2e) Delivery Country- Enter the Country from where the goods are being sent to
- 2f) Telephone Number- Enter the receivers local telephone number
- 2g) VAT Number- Enter the receivers Business VAT number, if the sender is not VAT Registered, please write "Not VAT Registered".

#### Section 3- Invoice details

- 3a) Date- The date of collection
- 3b) Reason for Export- This is the reason for the export. Usually this is something that you have sold or a gift.
- 3c) Order Reference Number- Enter the date that the shipment is due to be collected.

#### Section 4- Address Of Sender

- 4a) Company Name- Enter the senders addresses company name
- 4b) Senders Name- Enter the senders addresses contact name
- 4c) Senders Address- Enter the senders addresses address
- 4d) Postcode- Enter the senders post code
- 4e) Senders Country- Enter the Country from where the goods are being sent from
- 4f) Telephone Number- Enter the senders telephone number
- 4g) VAT Number- Enter the receivers Business VAT number, if the sender is not VAT Registered, please write "Not VAT Registered".

#### Section 5- Parcels Contents Details

5a) Description of Goods- Enter a description of the goods that this line refers to. I.E CD's. Please be aware that simply entering 'Gifts or 'Personal Belongings' is not sufficient.

5b) Customs Tariff Number- Please use this [LINK](#) to obtain your Tariff Codes.

5c) Country of Origin- This must be the country that you are exporting from. I.E UK.

5d) Quantity- Enter the quantity of the good in the box. This is not the number of boxes in the shipment, it is the number of any items that are in the same box. I.E if you have a box of CD's and there are 20 in the box, you need to enter 20 here.

5e) Value Per Unit- This is the value of each individual unit. I.E the 20 CD's are worth £20.00, you would enter £1.00 here.

5f) Sub Total- This is the total value of the units that this line refers to. I.E the 20 CD's are worth £20.00, so that is what would be out here.

5g) Total Value- This is the total cost value for the whole shipment. If you have entered any shipping charges etc they need to be added to the total entered in box 18.

5h) Currency- This should be in GBP.

#### Section 6- Shipment Data

6a) Total Weight- This is the total weight of the shipment.

6b) Consignment Number- Enter the tracking number for your shipment. This can be found under the barcode of the docket that we have sent you, or on your account when you log in online.

6c) Number Of Parcels- This is the total number of boxes in the shipment.

6d) Delivery Terms- This will always be DDU.