



COMMERCIAL INVOICE INSTRUCTIONS

A Commercial Invoice is used when goods are to be sold as part of a commercial transaction. It is acceptable for Customs purposes if prepared in accordance with Section 141.86 through 141.89 of the United States Customs Regulations.

The invoice shall be typed on the sender's company stationery in the English language, contain the sending company's complete address, telephone number and fax, and be signed by the shipper or its agent. An accurate description of goods is necessary for Customs purposes. If the receiver is different from the importer, it shall be noted on the invoice. The original commercial invoice, one copy attached to the shipment paperwork, and one copy attached to the shipment are required.

1. **Seller** - The seller's (shipper's) full company name and address, including street address, city, country, post code, and telephone number.
2. **Consignee (Recipient)** - Full company name, recipient's name, department, complete address including suite number, telephone number, and fax number.
3. **Invoice Date** - Date the invoice is prepared.
4. **Invoice Number** - Any invoice number of the sender's choosing
5. **Terms of Trade** - They define the buyers' and sellers' risks; e.g., FOB, CIF, EXW.
6. **Total Packages** - Indicates the total number of packages in the shipment.
7. **Total Weight** - Lists the total weight (kgs) of all packages in the shipment.
8. **Description of Goods** - Complete a detailed description of the items being shipped, including the item name, model number, serial and/or part number, reason for shipment (sales samples, returned for repair, gift) what the items are made of, and whether the item is new, used, etc.

For example, the description for parts and accessories of communication products (other than covers, carrying cases and the like) shall identify for what machine it is a part, the specific function, where and how it is used, and whether it is shaped to fit a specific machine. If they are Printed Circuit Assemblies (PCAs), state the function for the PCA, whether populated or bare. If applicable, indicate the kind of components included and whether it contains Memory (type and capacity i.e., DRAM), CPU, or BIOS. **Poorly described shipments will be held by the gateway to obtain detailed information before the presentation of the entry to Customs.**

9. **Customs Commodity Code** (if known) - This information is optional. If the Customs Commodity Code for the items being shipped are known, they shall be indicated to a six digit level only.
10. **Country of Manufacture** - Indicates the country where the goods were grown, produced, or manufactured.



COMMERCIAL INVOICE INSTRUCTIONS


11. **Number of Units/Quantity** - Indicates the exact number of units of each item.
12. **Unit Value** - Lists the unit value of each item and the currency used to determine the unit of value.
13. **Subtotal Value of Each Item** - Determined by multiplying the unit value by the number of units for each item listed.
14. **Total Value** - Invoice total value should reflect the shipments fair market or transaction value and the currency used. Fair market or transaction value means the price actually paid or payable for the merchandise.
15. **Declaration of Truth** - Indication of validity of the invoice information, i.e., "I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above."
16. **Signature and Title** - Signature of sender indicates to U.S. Customs that the sender assumes responsibility for the accuracy of the description of all information on the invoice.

Please call DHL international customer service with any questions at 1-800-CALL-DHL. Thank you for shipping with DHL.



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Sample Commercial Invoice

Shipper name and contact name 1 Ann Taylor Jennifer Maxwell Address 17 Great West Road West Orange, NJ 07052 Post Code Country Phone/Fax 07052 USA 973-555-1212			Invoice Date: 3 February 5, 2005 Invoice Number: 4 5559-789 Terms of Trade (Incoterm): 5 FOB		
Consignee name and contact name 2 HFT Electronics Attn: Chris Mason Delivery Address 3973 Technology Ct Seattle, Washington Post Code Country 98108 USA Phone Fax (206) 369-3574 (206) 492-3876			Total Number of Pieces: 12 6 Total Gross Weight: 10 lbs 7 Total Net Weight: 9.5 lbs <div style="text-align: center;">  CARRIER: AIR WAYBILL No: 1234 567 8912 </div>		
Full Description of Goods 8	Customs Commodity Code 9	Country of Manufacture 10	Qty. 11	Unit Value 12	Subtotal Value and Currency 13
1. Populated Printed Circuit Board used in a Word Processor. It contains the following components: CPU, DRAM; HTS # 8473.10.; Manufactured in South Korea. 2. Laser Imaging Assembly for a Laser Printer incorporating a toner receptacle unit and a cleaning unit; HTS # 8473.30.; Manufactured in Mexico. Total Shipping Costs - <u>Total Value and Currency Used: 14</u>			10 Pcs. 2 Pcs.	\$USD 100.00 \$USD 50.00	\$USD 1,000 \$USD 50.00 <u>\$USD 1,150</u>
I/We hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above. 15 Signature: 16 _____ SUPERVISOR					



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Template

Shipper name and contact name Address Post Code Country Phone/Fax			Invoice Date:		
			Invoice Number:		
			Terms of Trade (Incoterm):		
Consignee name and contact name Delivery Address Post Code Country Phone Fax			Total Number of Pieces: Total Gross Weight: Total Net Weight:		
			 CARRIER: AIR WAYBILL No:		
Full Description of Goods	Customs Commodity Code	Country of Manufacture	Qty.	Unit Value	Subtotal Value and Currency
Total Shipping Costs - <u>Total Value and Currency Used:</u>					
I/We hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above. Signature: _____ SUPERVISOR					