COMMERCIAL INVOICE

For international shipments. Complete in English, print 3 copies, sign each one and attach to the outside of the parcel.

INVOICE NUMBER	INVOICE DATE
ORDER / REFERENCE NO.	**TRACKING / AWB NO.**

1. EXPORTER / SHIPPER

NAME / CONTACT	
COMPANY	
FULL ADDRESS (INCL. POSTCODE & COUNTRY)	
TELEPHONE	EMAIL
EORI NUMBER	VAT / IOSS NUMBER

2. CONSIGNEE / RECEIVER

NAME / CONTACT	
COMPANY	
FULL ADDRESS (INCL. POSTCODE & COUNTRY)	
TELEPHONE	EMAIL
TAX ID / IMPORTER NO.	VAT / IOSS NUMBER

3. SHIPMENT DETAILS

COUNTRY OF EXPORT	DESTINATION COUNTRY	CARRIER / SERVICE	INCOTERMS (DAP/DDP)	CURRENCY	NO. OF PACKAGES
GROSS WEIGHT (KG)	**NET WEIGHT (KG)**	**DIMENSIONS (CM)**	**REASON FOR EXPORT (tick one)**		
			☐ Sale ☐ Gift ☐ Sample ☐ Repair/Return ☐ Personal ☐ Other		

4. CONTENTS (describe each item clearly; avoid vague terms such as 'gift' or 'parts')

FULL DESCRIPTION OF GOODS (material, use)	HS TARIFF CODE	COUNTRY OF ORIGIN	QTY	UNIT WT (KG)	UNIT VALUE	TOTAL VALUE

ADDITIONAL NOTES / SPECIAL INSTRUCTIONS

SUBTOTAL (GOODS)	
FREIGHT / SHIPPING	
INSURANCE	
OTHER CHARGES	
TOTAL INVOICE VALUE	

5. DECLARATION

I declare that the information on this invoice is true and correct, and that the contents of this shipment are as stated above.
I understand that false declarations may result in delays, penalties or seizure of goods by customs.

NAME (PRINT)	POSITION / TITLE	SIGNATURE	DATE

Template provided by Rapid Despatch Logistics Ltd. Customs requirements vary by destination; check with your carrier before shipping.