

# Commercial Invoice

**Sent by:**

Company name:

Name/department:

Address:

City postal code:

Tel:  Fax:

VAT registration No:

**Sent to:**

Company name:

Name/department:

Address:

City postal code:

Tel:  Fax:

VAT registration No:

**Airbill No:**

**Invoice No:**

**Number of pieces:**

**Total gross weight:**

**Total net weight:**

**Carrier:**  
***JETPAK***

Full description of goods	Customs commodity code	Country of origin	Quantity / Number of units	Unit value and currency	Sub total value and currency
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<b>Total value and currency:</b>					<input type="text"/>

**Reason for export:**

**Terms of delivery:**

I declare that the above information is true and correct to the best of my knowledge.

Date:

Signature: \_\_\_\_\_ Name:

# How to fill in a Commercial Invoice

A correct and complete filled in Commercial invoice is the best guarantee for customs clearance without problems. The Commercial invoice should be typed in the receiving country's language or in English and four copies are to be enclosed. Do not forget that each copy should be signed!

Some countries also request, except company's letterhead, the company's stamp in original.

The Commercial invoice should be written when the product is to be sold in destination country. Proforma invoice can be used when the product is not to be sold, eg gifts, repairs or borrowing within companies. Even such products are covered with VAT and Duty. Some countries request commercial invoice even when products are not to be sold.

## **Sent By**

Complete sender's name, address and registration/organization number.

For commercial invoice should the sender's letterhead consist of above information.

## **Sent To**

The importers complete name, address and contact person. Remember to write visiting address as well, including phone & fax number, in order to arrange for smooth delivery. Please state, if known, the importers registration/organization number.

If receiver is other than importer, this should be stated on the invoice.

## **Airbill No**

Airway bill number

## **Invoice No**

Invoice number

## **Number of Pieces**

Number of pieces sent

## **Total gross/net weight**

Total gross weight (kgs) = with packing, including total net weight (kgs) = without packing.

## **Full Description of goods**

Describe as detailed as possible, trademarks, factory numbers, serial numbers, material made of, chemical compound, new or used products. For videotapes state length, title, content and system (e.g. VCR). For gifts, samples and spares state: "Sample of ..." or "Spare part of ..".

## **Customs Commodity Code**

Customs commodity code used for clearance in destination country.

## **Country of Origin**

Manufacturing country is important since this determine possible exemption from duty.

## **Quantity/Number of units**

Exact amount of units for each product. State products in e.g.; metres, litres, kgs or carat where possible.

## **Unit Value and Currency**

Price per unit and currency.

## **Sub Total Value and Currency**

Summary of unit price and currency.

## **Total Value and Currency**

Shipments total value and currency. If the products are sent in return after repair, state repair costs. Also for **Proforma Invoice** state shipment value.

If value for customs purpose only, this should be stated on the invoice "For Customs Purposes only". If products should be delivered "Free of charge" or "No commercial value" this should also be stated on the invoice.

## **Reason for Export**

State if product is for sale, sample, repair, return or gift. For temporary export, e.g. fairs, repairs, state "Temporarily exported" on the invoice.

# How to fill in a Commercial Invoice

## Terms of Delivery – Incoterms

Delivery clauses according to International Chamber of Commerce, describing the area of liability between buyer and seller, for more information contact the Swedish Trade Council, phone number: 08-783 85 00.

### **CIF – Cost Insurance Freight**

Seller close freight agreement and have insurance obligation towards buyer to destination. Import charges are paid by buyer.

**FOB – Free on Board** Buyer close freight agreement, is obliged all risks and have to take own insurance. Import charges are paid by buyer.

**EXW – Ex Works** Buyer have all responsibility, including insurance and import charges.

### **DDU – Delivery Duty Unpaid**

Seller close freight agreement and is responsible for the main transportation. The responsibility is passed over to buyer at destination. Import charges are paid by buyer.

**DDP – Delivery Duty Paid** Seller close freight agreement and is responsible for the main transportation. The responsibility is passed over to buyer at destination. Import charges are paid by seller.

**CIP – Carriage Insurance Paid** Seller have insurance obligation towards buyer to destination. Import charges are paid by buyer who is also obliged all risks.

NOTE! Some countries also request that destination is typed in directly after terms of delivery!

## Declaration of Truth

Declaration of truth for information stated on the invoice.

### **Date**

Date

### **Signature**

Your signature

### **Name in print**

Your name in print