



Required Information For Your Commercial Invoice.

Your Commercial Invoice must contain the following information:

- Date
- Consignee name, address and Consignor name, address
- Contact name, phone number and email address for both Consignor and Consignee
- Product description (in language of country where customs takes place or translation)
- Commodity codes for all goods being exported/imported (valid HS codes for consignor authorities) – *This must be the 10-digit code as this enables us to check if there are any restrictions to the product(s)*
- Individual net weights for each item/commodity code
- Quantities of goods
- Value (per invoice position and total) in specified currency
- Country of origin
- Gross and net weights – *Net weight is the weight of the goods themselves and Gross weight should include the packaging and pallet*
- Number and type of packaging (eg. 1 pallet, 15 boxes)
- Defined incoterm – This is DAP Cleared, DAP Uncleared or FCA(Imports only) – this must match the booking requested
- EORI Numbers for both companies (Exporter and Importer)
- VAT Numbers for both companies (Exporter and Importer)
- A signed declaration stating the country of origin of the goods and that they do not require any health certification or veterinary checks (See example below)

The Exporter of the products covered by this document (EORI GB.....) declares that, except where otherwise clearly indicated, these products are of preferential origin.
I declare that the above information is true and correct to the best of my knowledge. I declare that the products covered by this document are not subject to any export or import prohibitions, licenses or restrictions.

Signature	
Place	
Date	

Print Name	
Position	
Company Name	

If the above information is not included on your Invoice, it will be sent back to you to update. This can delay the collection of your goods; we are unable to collect goods prior to receiving Customs clearance.