

Commercial Invoice Checklist:

Please make sure your invoice contains ALL required information, errors and omissions can result in customs and transit delays which could cause extra costs, withholding or confiscating your products with all its consequences.

- Name, address, EORI, VAT for both Exporter and Importer
- Number of pieces / items
- Description of the goods
- Customs commodity codes [HS/TARIC] for all items
- Gross and Net weight [separate for each HS code]
- Type of packaging (ie. box, pallet, bottle, etc)
- Currency of the invoice
- Price per item and total of the invoice
- Incoterm and place
- Invoice number and date
- Country of origin of the goods

INVOICE SAMPLE TEMPLATE

Sold by (Seller): Company Name: Full address: Contact name: Phone: Email: EORI: VAT:	Invoice No: Date: Exporter's Ref: Importer's PO No: Incoterms:					
Sold to (Buyer) Company Name: Full address: Contact name: Phone: Email: EORI: VAT:	Ship to: Full address + contact details (if different from buyer)					
GOODS						
Origin	Qty. & Packaging Type	Goods description	Commodity Code	Nett Weight	Gross Weight	Value
Additional comments:						
Declaration Statement: Seller confirms that unless otherwise stated goods covered by this invoice are of UK/EU preferential origin.				Good value total: Freight: Insurance: Other: Total Invoice Amount: Invoice Currency:		
Shipper (signature): Date:				Total Number of Packages: Total Gross Weight:		