

Sample for Commercial Invoice

COMMERCIAL INVOICE [SHOULD INCORPORATE THE COMPANY LETTERHEAD]

*Should include company registration, VAT and EORI Numbers

Invoice No	<i>Insert Invoice number</i>
Date	<i>Insert date of Invoice</i>
Consignor (no private individuals) <i>Put legal address and name of consignor in accordance with registration docs of consignor, also to include consignor's EORI No.</i>	
Invoice Address (no private individuals) <i>Put legal address and name of consignee in accordance with registration docs of consignee, also to include consignee's EORI No.</i>	Delivery terms (Incoterms)... <i>Put delivery terms (Incoterms) as per trade contract Incoterms should be described as per Incoterms 2010 ®</i>
Ship to (no private individuals) <i>Put nominated delivery address of Consignee</i>	Delivered under: <i>Put number and date of trade contract</i>
Contact person <i>First name and family name of contact person of Consignee</i>	Payment terms <i>Put terms of payment as per trade contract (check that Consignee is able to keep indicated terms!)</i>
Phone <i>Phone number of contact person of Consignee for clearance and delivery</i>	

No item	Description	Country of origin	Gross Wt / Nett Wt (kgs)	Commodity Code	Quantity (pieces)	Unit price EURO	Total price EURO
1.	PUT FULL DETAILED DESCRIPTION OF THE GOODS PURPOSE OF USE MATERIAL TRADE MARK Model Part Number Serial number Article Technical parameters Chemical composition	PUT COUNTRY OF ORIGIN NAME OF MANUFACTURE R	<i>Indicate net weight per each line/position</i>	<i>Put HS code of each item</i>	<i>Indicate quantity per each line/position</i>	<i>Insert retail value Attach proof of value: e.g. 1) pricelist or 2) proof of payment or 3) export declaration copy etc.</i>	<i>Insert Total retail value</i>
2.							
						Total Unit of Currency	<i>Total goods value</i>

Insurance cost	<i>State Insurance amount as per Insurance certificate if Goods are insured;</i>
Unit of currency	
Freight cost	<i>Include transportation cost amount (for Incoterms DAP, CPT, CIP, CIF, DDP);</i>
Unit of currency	
Total for payment	<i>State total amount: total price, insurance amount (if Goods insured), transportation cost (transportation cost for DAP, CPT, CIP, CIF, DDP), do not include any rebates or pre-payment reductions</i>
Unit of currency	
Gross Weight kg (total)	<i>Put total gross weight of the shipment</i>
Signed by	<i>Authorised representative of Consignor must put his signature here alongside the Consignor's company stamp (if available)</i>