

Checklist for commercial invoice



Preparing for the Brexit

Preparing and submitting correct and complete commercial invoices to the customs authorities plays an important role in ensuring a fast, efficient and trouble-free world trade. Errors and omissions can result in delays in transit, extra costs, withholding or confiscating products with all its consequences.

Use the checklist below and make sure that you always provide the following information on your commercial invoices, regardless of the origin and destination of the goods:

Name, address, EORI and VAT number of the exporter and importer
Article number
Number of pieces
Description of the goods (including Customs commodity code)
Gross and net weight (may also be mentioned on a packing list)
Type of packaging (box, pallet, bottle, etc.)
Currencies of the invoice
Price per item and total price of the invoice
Incoterm and place
Invoice number and date
Country of origin of the goods

You can also use the attached example invoice in the next page.

	Inv	oice		Page
ROM				
ontact Name:		Waybill Number: Shipment ID:		
hone:		Invoice No: Date: PO No: Terms of Sale (Incoterm): Reason for Export:		
HIP TO		SOLD TO INFORMATIO	N	
ax ID/VAT No: ontact Name:		Tax ID/VAT No: Contact Name:		
hone:		Phone:		
Units U/M Description of Goods/Part No.	HS Code	C/O	Unit Value	Total Value
dditional Comments:				

Shipper

Date

Discount/Rebate: Invoice Sub-Total:

Total Invoice Amount:

Total Number of Packages:

Total Weight:

Freight: Insurance: Other:

Currency: