INVOICE FOR CUSTOMS VALUE ONLY

(1) Invoice Date:		(2) Invoice No:		(3) Waybill No:	

EXPORTER OF RECORD:

(4) Exporter Type:	
(5) Contact Name:	
(6) Company Name:	
(7) Address:	

(12) Contact Number	
(13) Contact Email	
(14) VAT Number:	
(15) EORI Number:	

IMPORTER OF RECORD:

(8) Importer Type:	
(9) Contact Name:	
(10) Company Name:	
(11) Address:	

(16) Contact Number	
(17) Contact Email	
(18) VAT Number:	
(19) EORI Number:	

CONSIGNMENT CONTENTS:

(20) Number of Parcels:		(21) Total Net Weight:		(22) Total Gross Weight:	

(23)Full Description	(24)No. of Items	(25)Tariff Code	(26)Man. Country	(27)Net Item Weight	(28)Item Value	(29)Total Value

(30) Export Reason:	
(31) Detailed Export Reason:	
(32) Terms for Delivery:	
(33) IOSS:	

(34) Shipping Value	
(35) Insurance Value	

(36)Total Value	

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

I declare as the exporter, that the products within this shipment are not subject to any export or import prohibitions & restrictions.

The undersigned exporter declares that, except where otherwise clearly indicated, these products are of United Kingdom preferential origin.

Signature:

_____

Date: Print Name:

_____   _____

Completing This Template

Print and attach 4 copies of your invoice to your consignment, each with an original signature.

1. The date of collection.
2. Your sales invoice number relating to this export
3. The shipping agents tracking number.
4. Is the exporter a "Business" or "Private Individual"?
5. Exporter's contact name.
6. Exporter company name (Put "Private Individual" in this box if not a business).
7. The exporters's full address including country.
8. Is the importer a "Business" or "Private Individual"?
9. The importer /buyer's contact name that is receiving the shipment (the consignee).
10. The importer /buyer's company name that is receiving the shipment.
11. The importer /buyer's full address including country.
12. Exporter's contact phone number.
13. Exporter's contact e-mail address.
14. Exporter's VAT number. If you are a business and do not have a VAT number, print "Unregistered". If you are a private individual, print "Private Individual".
15. Exporter's EORI number. All commercial exports require EORI registration, private individuals who are not exporting to make profit may print "Private Individual" here.
16. Importer /buyer's contact phone number.
17. Importer /buyer's contact e-mail address.
18. Importer's VAT number. If you are a business and do not have a VAT number, print "Unregistered". If you are a private individual, print "Private Individual".
19. Importer's EORI number. All commercial importers within the E.U. require EORI registration, private individuals who are not exporting to make profit may print "Private Individual" here. Any importers outside the E.U. do not require an EORI number. You may insert "Not Applicable" in these cases.
20. The total number of parcels being sent in your consignment
21. The sum total of net item weight from box (27). Ensure you include the unit of weight e.g. Kgs, Lbs.
22. The total gross weight of your consignment (including all packaging). Ensure sure you include the unit of weight e.g. Kgs, Lbs.
23. Full and accurate description of the goods is essential for Customs and airline security purposes. Poorly described shipments could be detained for further examination by Customs and so delay the delivery of the consignment. Terms like Gift, toys, sample, faulty goods are not acceptable descriptions.
24. The total number of items contained in your shipment matching the line description in box (23).
25. Commodity / Tariff / Harmonised System Code. You can look these up by clicking here.
26. The goods country of origin, this is usually where the goods were made (country of manufacture) unless the products have undergone qualifying processing in another country. See here for more information on country of origin
27. The net weight (for one) of each item described in box (23). Net weight does not include any outer packaging
28. Unit value (for one) of each item described in box (23)
29. Box (24) multiplied by box (28)
30. Choose from one of the standard reasons to ensure the shipment is cleared through customs against the correct CPC code. SALE/PURCHASE OF ITEM/S, GIFT, PERSONAL EFFECTS, SAMPLE, REPAIR, RETURN, REPLACEMENT, STOCK TRANSFER. Advanced shippers may use the relevant CPC code instead of a reason.
31. A more detailed description of the reason for export is required here e.g. Sold on ebay, Birthday present for familty, Return of faulty item originally exported on DHL waybill 123456789
32. Insert the INCOTERM to be used for the shipment. We only accept consignments where the duty/tax (if any), is payable by the importer /consignee. This is represented by the universal customs code "DAP". Delivery duty paid (DDP) shipments are only accepted by prior arrangement.
33. Insert your IOSS number here. If you do not have one, write NOT REGISTERED FOR IOSS
34. Insert the FREIGHT costs here, this is the cost of freight you have charged the receiver/consignee. If you leave this blank, customs may use their own scale of freight charges which could increase the duty/tax charged to the receiver/consignee.
35. Insert any freight insurance costs here.
36. Insert the sum of (29), (34) & (35).

Finally, sign, date and print your name to confirm the declaration.