SHIPPER NAME

STREET / CITY / POSTCODE

COUNTRY

TELEPHONE / EMAIL

CONSIGNEE **Name:** _____ **Country:** _____

Address / City / Postal Code: _____

Invoice Number: _____ **Date:** _____ DD.MM.YYYY **Country of Export:** _____

Incoterm: _____ , **Named Place:** _____

Name of the Exhibition: _____ **DATES: FROM** _____ **TO** _____ **LOCATION:** _____

Hall Number: _____ **Booth Number:** _____

COMMERCIAL INVOICE

NOT FOR SALE. GIVE AWAYS

No.	Description of Goods	CoO	HS Code	Nett Wt in kg	QTY	Total Price	Currency
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
	TOTAL						

CoO: Country of Origin

Total Number of Pieces: _____ **Type of Packaging:** _____

Total Gross Weight in kg: _____

TOTAL INVOICE VALUE IN WORDS: _____

☐ Only one page

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GUIDELINES FOR COMPLETING THE COMMERCIAL INVOICE

1. **Classification and Sorting**
   Please arrange the entries in ascending order according to their HS codes.

2. **Abbreviations**
   Avoid abbreviations. Use complete product names.

3. **Product Descriptions**
   Use clear, short and accurate descriptions of the goods.

4. **Customs Identification**
   The freight forwarder and customs authorities must be able to identify and understand each product from its description.

5. **Material Composition**
   Always specify the material, such as stainless steel, copper alloy, aluminium or brass.

6. **Textiles**
   State the fibre composition, e.g. 100% cotton, 100% polyester or 100% nylon. Specify percentages for blended fabrics.

7. **Electrical Goods**
   Always state the maximum operating voltage and the relevant conductor material, where applicable: copper, steel or aluminium wire.

8. **Wood and Leather Products**
   Identify the wood species clearly. For permanent imports, provide its binomial scientific name. For EVERY article containing leather, state the animal species and its binomial scientific name, whether the import is temporary or permanent.

9. **Pens**
   Always state the total number of individual pens, irrespective of packaging.

10. **HS Codes**
    Use the appropriate HS code of the country of export. Enter at least six digits, and the complete national tariff code where required.

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