

## COMMERCIAL INVOICE

SELLER: <b>1</b>
SOLD TO: <b>2</b>
SHIP TO (if different than Sold To): <b>3</b>

INVOICE No. <b>4</b>	DATE
CUSTOMER REFERENCE No. <b>5</b>	DATE
TERMS OF SALE <b>6</b>	
TERMS OF PAYMENT <b>7</b>	
CURRENCY OF SETTLEMENT <b>8</b>	
MODE OF SHIPMENT <b>9</b>	BILL OF LADING / AWB

QTY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	

PACKAGE MARKS: <b>15</b>	TOTAL COMMERCIAL VALUE:	<b>14</b>
	MISC. CHARGES: (packing, insurance, etc.)	<b>16</b>
	TOTAL INVOICE VALUE:	

CERTIFICATIONS:

**17**

I certify that the stated export prices and description of goods are true and correct:

\_\_\_\_\_  
(SIGNED)

TITLE: \_\_\_\_\_

# INSTRUCTIONS FOR PREPARING THE COMMERCIAL INVOICE

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**1. Seller** – The name and address of the principal party responsible for effecting export from the United States. The exporter as named on the Export License.

**2. Sold To** – The name and address of the person/company to whom the goods are shipped for the designated end use, or the party so designated on the Export License.

**3. Ship To** (if different than Sold To) – Intermediate Consignee – the name and address of the party who effects delivery of the merchandise to the ultimate consignee, or the party so named on the Export License or Forwarding Agent – the name and address of the duly authorized forwarder acting as agent for the exporter.

**4. Invoice No.** – Invoice number assigned by the exporter.

**5. Customer Reference No.** – Overseas customer's reference or order number.

**6. Terms of Sale** – Delivery and payment terms of sales agreement.

**7. Terms of Payment** – Describe the terms, conditions, and currency of settlement as agreed upon by the vendor and purchaser per the Pro Forma Invoice, Customer Purchase Order, and/or Letter of Credit.

**8. Currency of Settlement** – Currency agreed upon between seller and buyer as payment.

**9. Mode of Shipment** – Indicate air, ocean, surface.

**10. Qty** – Record total number of units per description line.

**11. Description** – Provide a full description of items shipped, the type of container (carton, box, pack, etc.), the gross weight per container, and the quantity and unit of measure of the merchandise.

**12. Unit of Measure** – Record total net weight and total gross weight (includes weight of container) in kilograms per description line.

**13. Unit Price / Total Price** – Record the unit price of the merchandise per the unit of measure; compute the extended total value of the line.

**14. Total Value of the Invoice** – Total value of the invoice.

**15. Package Marks** – Record in this Field, as well as on each package, the package number (e.g. – 1 of 7, 3 of 7, etc.), shippers company name, country of origin (e.g. – made in USA), destination port of entry, package weight in kilograms, package size (length X width X height), and shipper's control number (e.g. – C/I number; optional).

**16. Misc. Charges:** (packing, insurance, etc.) – Record any miscellaneous charges which are to be paid for by the customer – export transportation, insurance, export packaging, inland freight to pier, etc.

**17. Certifications** – Any certifications or declarations required of the shipper regarding any information recorded on the commercial invoice.