

INVOICE

1. EXPORTER, SHIPPER, SELLER AND MAILING ADDRESS		FOR U.S. CUSTOMS CLEARANCE BY CUSTOMS BROKER:		8. SHIPPER'S REF. NO.
2. CONSIGNEE AND MAILING ADDRESS				9. PAGE OF
3. IRS NO.		10. US DUTY AND/OR BROKERAGE FOR:		
4. BUYER (IF OTHER THAN CONSIGNEE)		SHIPPER (INCLUDED)	SHIPPER (NOT INCLUDED)	BUYER CONSIGNEE
5. IRS NO.		11. PARTIES TO THIS TRANSACTION ARE:		12. EXCHANGE RATE
6. CONSIGNEE'S OR BUYER'S REF. NO.		RELATED	NOT RELATED	
7. TERMS OF SALE-DELIVERY-PAYMENT		13. EXPORTING CARRIER		14 CURRENCY OF VALUE
FOB PLANT	C&F/CIF DESTINATION	15. FREIGHT CHARGES		COLLECT
OTHER (IDENTIFY) _____		PREPAID (INCLUDED)	PREPAID (NOT INCLUDED)	
16. MARKS AND NUMBERS		TO POINT OF EXIT \$		OR TO DESTINATION \$
17. COUNTRY/ PROVINCE OF ORIGIN	18. # OF PKGS	19. DESCRIPTION OF GOODS (INCLUDE H.S. NUMBER, IF KNOWN)	20. WEIGHT	21. QUANTITY
22. UNIT PRICE		23. TOTAL PRICE		

25. DECLARATION BY FOREIGN SHIPPER

* (TO BE COMPLETED ONLY WHEN THE GOODS DESCRIBED ABOVE ARE OF U.S. MANUFACTURE OR GROWTH). I, _____, DECLARE THAT THE ARTICLES HEREIN SPECIFIED ARE, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE GROWTH PRODUCE OR MANUFACTURE OF THE UNITED STATES, THAT THEY WERE EXPORTED FROM THE UNITED STATES FROM THE PORT OF _____ ON OR ABOUT _____ THAT THEY ARE RETURNED WITHOUT HAVING BEEN ADVANCED IN VALUE OR IMPROVED IN CONDITION BY ANY PROCESS OF MANUFACTURE OR OTHER MEANS.

SIGNATURE _____

STATUS _____

26. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ON THE CONTINUATION SHEET (S), IF ANY, IS TRUE AND COMPLETE IN EVERY RESPECT.

NAME OF RESPONSIBLE EMPLOYEE OF EXPORTER

GIVE FIRM NAME AND ADDRESS IF DIFFERENT FROM EXPORTER BOX ABOVE

DATE _____

STATUS _____

SIGNATURE _____

OWNER _____

AGENT _____

24. INVOICE TOTAL

Instructions for Preparation of US Customs Invoice

1. **EXPORTER, SHIPPER SELLER AND MAILING ADDRESS** – The complete name and address, including the postal code.
2. **CONSIGNEE AND MAILING ADDRESS** – The complete name and address, including zip code.
3. **IRS NUMBER** – If the goods are not sold, show the IRS number of the consignee.
4. **BUYER (IF OTHER THAN CONSIGNEE)** – The complete name, address and zip code.
5. **IRS NUMBER** – The IRS number of the Buyer.
6. **CONSIGNEE'S OR BUYER'S REFERENCE NUMBER** – If either party is responsible for payment of duty, their control number for payment (ex: Purchase order number).
7. **TERMS OF SALE – DELIVERY – PAYMENT** – Terms of delivery that indicate to which point the freight charges are paid.
8. **SHIPPER'S REFERENCE NUMBER** – If the shipper is responsible for payment of duty, their control number for payment (ex: the sales order number)
9. **PAGE OF** – The page number of this invoice, if the use of more than one is necessary.
10. **U.S. DUTY AND/OR BROKERAGE FOR** – The party responsible for payment of our invoice, and if the shipper, whether duty and our brokerage charges included in the invoice price(s).
11. **PARTIES TO THIS TRANSACTION ARE** – The relationship between the exporter, shipper, seller, and the consignee or buyer.
12. **EXCHANGE RATE** – The fixed or agreed rate of exchange, if applicable.
13. **EXPORTING CARRIER** – The carrier bringing the shipment over the border.
14. **CURRENCY OF VALUE** – Currency of transaction (ex: U.S. Funds, Canadian Funds, etc.)
15. **ESTIMATED FREIGHT CHARGES** – "X" the appropriate box as to whether freight charges are prepaid or collect. If prepaid, is the cost of the freight included in the total price shown on this invoice?
ESTIMATED FREIGHT CHARGES TO THE POINT OF EXIT – a dollar amount is needed here whether or not the shipment is prepaid. If the freight is prepaid to destination and is included in your total price, show the TOTAL amount of freight from origin to destination in destination field.
16. **MARKS AND NUMBERS** – The marking and/or number shown on the outside of the shipping containers.
17. **COUNTRY OF ORIGIN (WHERE MANUFACTURED)** – Country of manufacture or growth of the product (show for each line of invoice) **IT IS IMPORTANT TO INDICATE WHERE A PRODUCT WAS MADE, NOT PURCHASED.**
18. **NUMBER OF PACKAGES** – The number and type of packages in this shipment (ex: 10 cartons, 10 pallets, 1 truckload, etc.)
19. **DESCRIPTION OF GOODS INCLUDING H.S. NUMBER** – Complete word description of merchandise with applicable serial number and use, material or chief weight, and the U.S. Harmonized Tariff Schedule (H.S.) number.
20. **WEIGHT** – The weight of the shipment.
21. **QUANTITY** – Quantity in the units the product was sold.
22. **UNIT PRICE** – Price per individual unit as noted in quantity.
23. **TOTAL PRICE** – Total invoice line value. This should match the commercial invoice and be the product of Quantity (23) x Unit Price (24) above. Also show any and all discounts, credit, etc. as applicable.
24. **INVOICE TOTAL** – Total transaction price (i.e.: the total of all lines of the invoice total) should match the commercial invoice total.
25. **DECLARATION OF FOREIGN SHIPPER** – To be completed only when goods are manufactured in the U.S. Signed by knowledgeable party of the shipper.
26. **SIGNATURE** – Signed by a knowledgeable party of the shipper or agent who was provided information by the shipper.