

Commercial Invoice Checklist

Please note, commercial invoice information must be consistent with airway bill information

1. Shipper/Exporter Details

Contact name, company name, full address

Shipper/Exporter (complete name and address)
 John Smith
 The Studio Graphics
 184 London Road
 London W1X 1XX
 Vat no. 123 4567 89

2. VAT NUMBER MUST BE PRESENT IF OVER £600

3. Country of Origin / Manufacture

(Where product was made into its final form)

4. Recipient Details

Recipient (complete name and address)

Jane Yarwood
 Computer Labels Inc.
 1465 Oakland Avenue
 Interstate Industrial Park
 Memphis, USA TN 38200

Importer – if other than recipient (complete name and address)
 As above

5. Seabourne Group Airwaybill Number

6. DESCRIPTION (what is it and what is its intended use) and VALUE (individual value required for EACH and EVERY commodity on the invoice)

Marks / Nos	No. of packs	Type of packaging	Full description of goods	Qty	Units of Measure	Weight in Kilos	Unit value	Total Cost
1 of 2	1	Cardboard Box	Threaded stainless steel bar (for use in construction)	1	Each	2.5	£125.00	£125.00
2 of 2	1	Cardboard Box	Stainless Steel locknuts (for use in construction)	2	Each	1	£40.00	£80.00
	Total no. of Pkgs					Total Weight		Total Invoice Value
	2					4.5		£205.00

7. Signed Declaration

Ensure that all information is consistent with the airway bill or the shipment could be delayed in customs. Certain commodities may require additional documentation or export licences. We need one original commercial invoice and five copies, all individually signed. We also recommend that you put a copy inside one package.