

Preparing an Invoice
(Not required for EU member countries)

If you send shipments that have to be declared to Customs you are required to complete a commercial or pro-forma invoice detailing the contents and value of the shipment.

To make things easier for you we have prepared a blank master invoice, which can be downloaded and printed onto your letter headed paper.

- 1) **Your Details** – Please enter your full details
- 2) **Receiver Details** – Please enter the receivers full details
- 3) **Qty** – Please enter the exact quantity of units being shipped
- 4) **Full Description** – Describing the goods as accurately as possible is essential for Customs and Airline security, poorly described shipments can be detained for further examination by Customs.
- 5) **Value** – This box is for Customs purposes. Please insert at least the replacement value, in pounds sterling, of the goods you are sending.
- 6) **Customs Code** – This box is optional. If you have a Customs commodity code for the goods you are sending please enter it here
- 7) **Reason for export** – Please state reason for export, examples may be - sale, sample review, temporary export for repair etc.
- 8) **Shippers VAT No.** – If you don't have a VAT number print "UNREG", if you are a private shipper print "PR"

Please complete five copies and remember to sign each copy with a blue pen.

Please type or use block capitals to avoid delays at Customs.

INVOICE

Commercial

Pro-forma

(1) Sender Details	(2) Receiver Details
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Name		Name	
Contact		Contact	
Address		Address	
Address		Address	
Town		Town	
County		County	
Zip Code		Zip Code	
Tel No		Tel No	

(3) Qty	(4) Full Description	(5) Value	(6) Customs Code
Total			

<p style="color: red; margin-top: 0;">(7) Reason for Export:</p>
<p style="color: red; margin-top: 0;">(8) Shippers VAT No.</p>

<p style="text-align: center;">I declare that the above information is true and correct, to the best of my knowledge, and that this shipment does not contain religious or pornographic material.</p>
<p>Print Name _____ Signature _____</p> <p>Position in Company _____ Date _____</p>