COMMERCIAL / PRO FORMA INVOICE - for declaration to customs

1) Ship From
Contact Name:
Contact Phone No:
Street:
Town/County:
Post Code:
Country:

2) Ship To
Contact Name:
Contact Phone No:
Street:
Town:
Area Code:
State/Country:

3) Consignment no (for DPD) or for DHL shipments JJD no. /Airway Bill Number: …….
Carrier – DHL

4) Customs Commodity Code: (*if known)*

5) Customs Number: (*if applicable*)

6) Full Description of Goods:

You may attach additional pages if the list of goods is too long to fit above.

7) No. of Parcels

Total weight **Dimensions** **X** **X** **cm**

No of items in parcel

8) Total Value for Customs

9) Senders VAT No – if applicable

10) Name & Address of Manufacturer

11) Reason for Export

12) Declaration

13) I declare that the above information is true and correct to the best of my knowledge and that the goods are of ……. origin.

14) For and on behalf of the above named company:-

Name (in print) _____ Signature _____

Position in company_____

FILLING OUT YOUR COMMERCIAL/PRO FORMA INVOICE - WHAT YOU NEED TO KNOW

DO I NEED TO COMPLETE A COMMERCIAL/PRO FORMA INVOICE?

If you are sending shipments that have to be declared to Customs you are required to complete a **commercial** or **pro-forma invoice.**

If it is a **business shipment** you are sending it **must be accompanied by a commercial invoice**. If it is a **private shipment** you are sending it must be accompanied by a **pro-forma invoice**. (This excludes most EU destinations see list below). Both should detail the contents and value of the shipment.

Commercial/Pro-forma invoices mainly apply to shipments sent by air to Non EU countries. A small number of EU countries require customs documentation such as Croatia, Norway, Switzerland, San Marino, Vatican City, Campo Di Italia and Lavingo, Andorra, Cyprus, Malta, Greece,Chanel Islands and Canary Islands (plus copy passport for Canary Islands).

To make things easier for you we have supplied you with this pre-designed copy of a pro-forma/commercial invoice. It is advisable to type the information straight onto the form to avoid delays of the goods going through customs. Once you have completed the form you will need to print it five times and complete each with an original signature. Alternatively you may wish to complete, print and sign the first copy and take a further four photocopies of this. Place these in an envelope clearly marked COMMERCIAL INVOICES or PRO-FORMA INVOICES and affix firmly to the front of the parcel. For consignments of more than one parcel please affix to box one. Please ensure you make an extra copy for your records.

WHAT INFORMATION DO I NEED TO FILL IN – YOUR QUESTIONS ANSWERED

1) Ship From:
Insert the full name, address and phone number of the sender of the parcel

2) Ship To:
Insert the full name, address and phone number of the person or company you are sending to.

3) Consignment no (for DPD) or for DHL shipments JJD no. /Airway Bill Number
If sending to one of the few EU countries that require customs documentation please leave the consignment or airway bill number section blank.
If sending to USA, Australia, South Africa, India, New Zealand etc., then you will have been sent an airway bill at the time of the booking and if not the driver will provide you with an airway bill. The airway bill number should be entered in this section.
The carrier we use to the areas above is usually DHL but please change if you have chosen a different carrier eg. to DPD.

4) Customs Commodity Code
If you are a frequent shipper and have a Customs commodity code for the item you're sending, insert it here alongside the description. If you do not have a code then please just leave this section blank.

5) Customs Number:
If you are a business and have been issued with a customs number please type the number into this section. If you are not a business or do not have a customs number please leave this section blank. For Customs information please call 0845 0109000

6) Description of Goods:
Describing the goods as accurately as possible is essential for Customs and Airline Security Purposes. Poorly described shipments could be detained for further examination by Customs and so delay the delivery of the shipment. Please ensure that you make a comprehensive list of all the items contained in the parcel and state an approximate value for each.

7) Number of Parcels:
Please enter the total number of parcels you are sending stating the total weight and dimensions for each in cms. The number of items in each parcel is also required. If you are sending more than one parcel it is recommended that you number your boxes 1 of … 2 of …. to avoid your consignment being split up in transit.

8) Total Value for Customs:
This section is for Customs purposes. Please insert at least the replacement value of the goods you are sending and denote the currency.

9) VAT Number:
Please enter your VAT or EORI number whichever is applicable, into this section. If you are a private shipper please type 'PR' for private.

10) Name and Address of Manufacturer:
Please complete if known. If you do not have this information please leave blank or put various.

11) Reason for Export:
Please state whether your goods are for sales, samples for review, items for repair or return, gifts etc.

12) Country of Origin of your Shipment
This is generally UK. If shipment has started its journey elsewhere please detail.

13) Your Signature.
The person responsible for sending the shipment must both print and sign their signature on each form. Typed names are not acceptable. You may sign the first copy and photo copy the others or print five copies and sign each.

Useful Information:
a. When sending **videotapes**, include the subject matter and the length and width of the reel of tape inside the case.
b. When sending **fabrics**, all countries require details of fibre content. Samples must be marked 'sample' or 'cut 1 ½ inches' and the invoice must state that the garment is mutilated. When sending fabrics to the USA, show the fibre content by weight and value, thread count, ounces per square yard, plus type of cotton if any in fabric PS1004
c. **Computer parts**, printed circuits etc. may require an export license. Check with the Department of Trade and Industry in London for details on 0207 215 8070.