

Commercial Invoice Checklist:

Please make sure your invoice contains ALL required information, errors and omissions can result in customs and transit delays which could cause extra costs, withholding or confiscating your products with all its consequences.

- Name, address, EORI, VAT for both Exporter and Importer
- Article Number
- Number of pieces
- Description of the goods (including Customs commodity codes)
- Gross and net weight
- Type of packaging (ie. box, pallet, bottle, etc)
- Currency of the invoice
- Price per item and total of the invoice
- Incoterm and place
- Invoice number and date
- Country of origin of the goods

INVOICE SAMPLE TEMPLATE

FROM						
Seller: Company Name: Full address: Contact name: Phone: Email: EORI: VAT:				Waybill Number: Shipment ID: Invoice No: Date: PO No: Terms of Sale (Incoterm): Reason for Export:		
SHIP TO:						
Full address + contact details				Invoice / Sold to: Buyer: Company Name: Full address: Contact name: Phone: Email: EORI: VAT:		
GOODS						
Article No.	No. of Units / Packaging Type	Goods description	Commodity Code	Net weight	Gross Weight	Value
Additional comments:						
Declaration Statement:				Good value total: Freight: Insurance: Other: Total Invoice Amount: Invoice Currency:		
Shipper: Date:				Total Number of Packages: Total Weight:		