

How to fill in a Commercial invoice and a Proforma invoice

A correct and complete filled in Commercial invoice or Proforma invoice is the best guarantee for customs clearance without problems. The Commercial invoice and the Proforma invoice should be typed in the receiving country's language or in English and four copies are to be enclosed. Do not forget that each copy should be signed!

Some countries also request, except company's letterhead, the company's stamp in original.

The Commercial invoice should be written when the product is to be sold in destination country. The Proforma invoice can be used when the product is not to be sold, e.g. gifts, repairs or borrowing within companies. Even such products are covered with VAT and Duty. Some countries request Commercial invoice even when products are not to be sold.

Sent by

Complete sender's name, address, VAT* registration/organization number and EORI* number.

For Commercial invoice and Proforma invoice should the sender's letterhead consist of above information.

Sent to

The importers complete name, address and contact person. Remember to write visiting address as well, including phone & fax number, in order to arrange for smooth delivery. Please state, if known, the importers VAT* registration/organization number and EORI* number.

If receiver is other than importer, this should be stated on the invoice.

Airbill no

Airway bill number

Invoice no

Invoice number

Number of pieces

Number of pieces sent

Total gross/net weight

Total gross weight (kgs) = with packing, including total net weight (kgs) = without packing.

Full description of goods

Describe as detailed as possible, trademarks, factory numbers, serial numbers, material made of, chemical compound, new or used products. For videotapes state length, title, content and system (e.g. VCR). For gifts, samples and spares state: "Sample of ..." or "Spare part of ..".

Customs commodity code

Customs commodity code used for clearance in destination country.

Country of origin

Manufacturing country is important since this determine possible exemption from duty.

Quantity/number of units

Exact amount of units for each product. State products in e.g.; metres, litres, kgs or carat where possible.

Unit value and currency

Price per unit and currency.

Sub total value and currency

Summary of unit price and currency.

Total value and currency

Shipments total value and currency. If the products are sent in return after repair, state repair costs. Also for **Proforma invoice state** shipment value.

If value for customs purpose only, this should be stated on the invoice "For Customs Purposes only". If products should be delivered " Free of charge " or "No commercial value" this should also be stated on the invoice.

Reason for export

State if product is for sale, sample, repair, return or gift. For temporary export, e.g. fairs, repairs, state "Temporarily exported" on the invoice.

For booking call 077-570 00 00

JETPAK

*VAT - Value Added Tax

*EORI - Economic Operator Registration and Identification.

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Terms of delivery – incoterms

Delivery clauses according to International Chamber of Commerce, describing the area of liability between buyer and seller, for more information contact the Swedish Trade Council, phone number: 0771-23 23 23.

CIF – Cost insurance freight

Seller close freight agreement and have insurance obligation towards buyer to destination. Import charges are paid by buyer.

FOB – Free on board buyer

close freight agreement, is obliged all risks and have to take own insurance. Import charges are paid by buyer.

EXW – Ex works buyer

have all responsibility, including insurance and import charges.

DDU – Delivery duty unpaid

Seller close freight agreement and is responsible for the main transportation. The responsibility is passed over to buyer

at destination. Import charges are paid by buyer.

DDP – Delivery duty paid

Seller close freight agreement and is responsible for the main transportation. The responsibility is passed over to buyer at destination. Import charges are paid by seller.

CIP – Carriage insurance paid

Seller have insurance obligation towards buyer to destination. Import charges are paid by buyer who is also obliged all risks.

NOTE! Some countries also request that destination is typed in directly after terms of delivery!

Declaration of truth

Declaration of truth for information stated on the invoice.

Date

Date

Signature

Your signature

Name in print

Your name in print

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