

Sample for Commercial Invoice

COMMERCIAL INVOICE [SHOULD INCORPORATE THE COMPANY LETTERHEAD]

*Should include company registration, VAT and EORI Numbers

Invoice No	<i>Insert Invoice number</i>
Date	<i>Insert date of Invoice</i>
Consignor (no private individuals) <i>Put legal address and name of consignor in accordance with registration docs of consignor, also to include consignor's EORI No.</i>	
Invoice Address (no private individuals) <i>Put legal address and name of consignee in accordance with registration docs of consignee, also to include consignee's EORI No.</i>	Delivery terms (Incoterms)... <i>Put delivery terms (Incoterms) as per trade contract Incoterms should be described as per Incoterms 2020 ®</i>
Ship to (no private individuals) <i>Put nominated delivery address of Consignee</i>	Delivered under: <i>Put number and date of trade contract</i>
Contact person <i>First name and family name of contact person of Consignee</i> Phone <i>Phone number of contact person of Consignee for clearance and delivery</i>	Payment terms <i>Put terms of payment as per trade contract (check that Consignee is able to keep indicated terms!)</i>

No item	Description	Country of origin	Gross Wt / Nett Wt (kgs)	Commodity Code	Quantity (pieces)	Unit price EURO	Total price EURO
1.	PUT FULL DETAILED DESCRIPTION OF THE GOODS PURPOSE OF USE MATERIAL TRADE MARK Model Part Number Serial number Article Technical parameters Chemical composition	PUT COUNTRY OF ORIGIN NAME OF MANUFACTURE R	Indicate net weight per each line/position	Put HS code of each item	Indicate quantity per each line/position	Insert retail value Attach proof of value: e.g. 1) pricelist or 2) proof of payment or 3) export declaration copy etc.	Insert Total retail value
2.							
Total Unit of Currency							Total goods value

Origin	<i>New from 1st Jan 2021: Please see adjacent page</i>
Insurance cost Unit of currency	<i>State Insurance amount as per Insurance certificate if Goods are insured;</i>
Freight cost Unit of currency	<i>Include transportation cost amount (for Incoterms DAP, CPT, CIP, CIF, DDP);</i>
Total for payment Unit of currency	<i>State total amount: total price, insurance amount (if Goods insured), transportation cost (transportation cost for DAP, CPT, CIP, CIF, DDP), do not include any rebates or pre-payment reductions</i>
Gross Weight kg (total)	<i>Put total gross weight of the shipment</i>
Signed by	<i>Authorised representative of Consignor must put his signature here alongside the Consignor's company stamp (if available)</i>

Declaring Origin on Invoices

You must ensure your invoice contains the below export declaration relating to origin if any of your goods are of either UK or EU origin.

For UK exporters, an authorisation code on point 2 (Exporter Reference No...) will be your UK EORI number. For EU exporters you must include your Registered Exporter (REX) number for goods with a value above 6,000 euros (currently £5,700).

(Period: from _____ to _____ ⁽¹⁾)

The exporter of the products covered by this document (Exporter Reference No ... ⁽²⁾) declares that, except where otherwise clearly indicated, these products are of ... ⁽³⁾ preferential origin.

..... ⁽⁴⁾

(Place and date)

.....

(Name of the exporter)

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- ¹ If the statement on origin is completed for multiple shipments of identical originating products within the meaning of point (b) of Article ORIG.19(4) [Statement on Origin] of this Agreement, indicate the period for which the statement on origin is to apply. That period shall not exceed 12 months. All importations of the product must occur within the period indicated. If a period is not applicable, the field may be left blank.
- ² Indicate the reference number by which the exporter is identified. For the Union exporter, this will be the number assigned in accordance with the laws and regulations of the Union. For the United Kingdom exporter, this will be the number assigned in accordance with the laws and regulations applicable within the United Kingdom. Where the exporter has not been assigned a number, this field may be left blank.
- ³ Indicate the origin of the product: the United Kingdom or the Union.
- ⁴ Place and date may be omitted if the information is contained on the document itself.

Switzerland and Norway invoices remain unchanged due to the existing trade agreement.