



## INVOICE CHECKLIST

It is an important role of commercial invoice to the customs authorities. Preparing and submitting correct invoice is ensuring fast and trouble-free world trade, Errors may cost you delays in transit, unwanted cost and so on.

Below is the checklist that you always provide the following information:

<b>COMMERCIAL INVOICE</b>	
<b>Shipper</b>   TEL: EMAIL:	INVOICE NO: DATE: PO NO: REASON OF EXPORT: TERMS OF SHIPMENT:
<b>Consignee</b>   TEL: EMAIL:	<b>COMPANY NAME</b>

QUANTITY	CONTRY OF ORIGIN	DESCRIPTION OF GOODS	HS CODE	UNIT WEIGHT	UNIT VALUE	SUB TOTAL

**SUB TOTAL**

ADDITIONAL COMMENT:	DISCOUNT: FREIGHT : INSURANCE: OTHER: TOTAL INVOICE AMOUNT: TOTAL NUMBER OF PACKAGE:      CURRENCY: TOTAL WEIGHT:
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