

# Commercial Invoice

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<p><b>1 Shipper/Exporter</b></p> <p>Tax ID No. <span style="float:right">OPTIONAL</span></p> <p>Contact Name _____</p> <p>Contact Phone _____</p> <p>Email _____</p> <p>Company Name _____</p> <p>Address 1 _____</p> <p>Address 2 _____</p> <p>City _____ State _____ ZIP _____</p> <p>Country _____</p>	<p><b>3</b> Ship Date _____</p> <p><b>4</b> Air Waybill No./Tracking No./Bill of Lading _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>5</b> Reference No. <span style="float:right">OPTIONAL</span> (e.g., purchase order, invoice no.)</p> <p><b>6</b> Purpose of Shipment _____</p>
<p><b>2</b> Parties to Transactions: <input type="checkbox"/> Related or <input type="checkbox"/> Non-related</p>	<p><b>8</b> Importer - if other than recipient</p> <p><input type="checkbox"/> Same as RECIPIENT</p> <p>Tax ID No. <span style="float:right">OPTIONAL</span></p> <p>Contact Name _____</p> <p>Contact Phone _____</p> <p>Company Name _____</p> <p>Address 1 _____</p> <p>Address 2 _____</p> <p>City _____ Province _____ Postal Code _____</p> <p>Country _____</p>
<p><b>7</b> Recipient</p> <p>Tax ID No. <span style="float:right">OPTIONAL</span></p> <p>Contact Name _____</p> <p>Contact Phone _____</p> <p>Email _____</p> <p>Company Name _____</p> <p>Address 1 _____</p> <p>Address 2 _____</p> <p>City _____ Province _____ Postal Code _____</p> <p>Country _____</p>	<p><b>9</b> Broker Information</p>

International shipments must clear customs in the destination country. A customs broker can assist with this process. For most countries, FedEx can act as the customs broker. However, in countries where they do not act as the customs broker, an independent customs broker must be contracted in advance. If this is the case, provide contact information for the broker on the Air Waybill.

**10** Duties and taxes payable by:  Shipper  Recipient  Other If other, please provide FedEx Account Number

11	No. of Pkgs	12	No. of Units	13	Unit of Measure	14	Description of Goods	15	Harmonized Code	16	Country of Origin	17	Unit Value	18	Total Value
									OPTIONAL						
<b>19</b> Total Pkgs						<b>20</b> Total Weight (Indicate lbs. or kg)						Subtotal			
<b>21</b> Terms of Sale <span style="float:right">OPTIONAL</span>										OPTIONAL Insurance					
<b>22</b> Special Instructions <span style="float:right">OPTIONAL</span>										OPTIONAL Freight					
										OPTIONAL Packing					
										OPTIONAL Handling					
										OPTIONAL Other					
										<b>23</b> Invoice Total					
										<b>24</b> Currency Code					

**25** These commodities, technology, or software were exported from the United States in accordance with Export Administration regulations. Diversion contrary to U.S. law prohibited.

I declare all the information contained in this invoice to be true and correct.

Signature and Title of Authorized Person \_\_\_\_\_ Date \_\_\_\_\_

# Instructions for Completing the Commercial Invoice

The Commercial Invoice is the basic statement of the seller (shipper or exporter) to the buyer (recipient or importer) for goods shipped; it represents a *complete* record of the business transaction between the exporter and the importer with regard to the goods sold. It is used as one of the primary documents in the collection process and is the *main* document used by customs officials for control, valuation and duty determination. It is also a document of content; it must fully identify the shipment as well as serve as the basis in preparing all other documents covering the shipment.

FedEx Express® shipments: Required for most non-document commodities.

FedEx International Ground® shipments: Required for all shipments to Canada.

<b>1. Shipper/Exporter</b>	Enter the shipper's complete information. Include the tax ID number, if known.
<b>2. Parties to Transactions</b>	Indicate whether the sender and recipient are related (e.g., subsidiaries or divisions of the same company) or non-related.
<b>3. Ship Date</b>	Enter the date of the shipment.
<b>4. Air Waybill No./Tracking No./Bill of Lading</b>	Check the appropriate box and enter the tracking numbers as indicated.
<b>5. Reference No.</b>	Enter any invoice or purchase order number.
<b>6. Purpose of Shipment</b>	Enter the purpose of the shipment (e.g., commercial, gift, sample, return and repair, personal effects, personal user. Personal items declared as personal effects or unaccompanied baggage are not accepted by FedEx Ground).
<b>7. Recipient</b>	Enter the recipient's complete information. Include the tax ID number, if known.
<b>8. Importer – If other than recipient</b>	Enter the name and address of the person responsible for import, if other than the recipient.
<b>9. Broker Information</b>	Read either the FedEx Express international or FedEx International Ground broker instructions that pertain to your shipment.
<b>10. Duties and Taxes Payable by</b>	Check the appropriate box. If you check "Other," provide the FedEx account number. For FedEx Ground only.
<b>11. No. of Pkgs</b>	Enter the number of packages per line.
<b>12. No. of Units</b>	Enter the number of items or units in all packages per line.
<b>13. Unit of Measure</b>	Enter the unit of measurement (e.g., pieces, lbs., kg, sets, pairs, yards, each).
<b>14. Description of Goods</b>	Enter an accurate description of the contents in your shipment that includes: <ul style="list-style-type: none"> <li>• What it is.</li> <li>• What it is made of.</li> <li>• What it is used for.</li> <li>• Part or serial numbers (if applicable).</li> </ul>
<b>15. Harmonized Code</b>	Enter the six-digit standardized number for classifying a commodity, if known. This number is used by customs to identify products for duties and taxes.
<b>16. Country of Origin</b>	Enter the country where the item was manufactured, produced or grown.
<b>17. Unit Value</b>	Enter the unit selling price or fair market value, if not sold, of each individual unit.
<b>18. Total Value</b>	Multiply the number of units by the unit value and enter the total (no. of units x unit value).
<b>19. Total Pkgs</b>	Enter the total number of packages in the shipment.
<b>20. Total Weight</b>	Enter the total weight of the shipment.
<b>21. Terms of Sale</b>	Enter the terms that define the agreement between the seller and the buyer, if known.
<b>22. Special Instructions</b>	Enter any special instructions.
<b>23. Invoice Total</b>	Enter the value of all items listed on the invoice, plus other costs listed (insurance, freight, packing, handling, other).
<b>24. Currency Code</b>	Enter the currency code (e.g., U.S. dollars = USD).
<b>25. Signature and Title of Authorized Person</b>	Sign and date the form after completing all information.