

INSTRUCTIONS FOR COMPLETING THE COMMERCIAL INVOICE

商业发票填写说明

The Commercial Invoice is the primary document required by customs officials in international locations.

商业发票是国际海关官员要求的主要文件。

The **form** should only be used if your company does not have its own corporate invoice form. If you use your own corporate

如贵公司无自备发票格式，请[按此](#)下载。如您使用贵公司之发票格式，则应具备下列资料：

ALL REQUESTED INFORMATION MUST BE SUPPLIED and the goods being shipped must be described in full as follows:

请提供所有必备资料，并详细说明您所托运之货件如下：

COUNTRY OF ORIGIN	The country where the merchandise was grown, mined or manufactured, in accordance with Customs Regulations
原产国	货品的生产地、开采地或制造地依照海关规定
MARKS / NO'S.	Any identifying marks or number used on packaging
标记 / 号码	包装所使用之识别标记或号码。
NO. OF PKGS	Total number of packages described on each line
件数	每一项之包装件数
TYPE OF PACKAGING	Type of packaging being used, i.e., roll, tube, carton
包装方式	所使用之包装方式，例如卷、筒、纸箱
FULL DESCRIPTION OF GOODS	Complete details of the items (s) being shipped, including name, part numbers, serial numbers, and H.S. numbers, if available
完整的品名描述	托运物品之详细说明，包括货品名称、零件编号、序列号等。若有税则编号，亦应予以注明。

THE FOLLOWING GUIDELINES APPLY TO SPECIFIC CATEGORIES OF SHIPMENTS:

下列说明适用于特定类别之货件：

On items being shipped for repair. Use model (or part) name and serial numbers if available. Describe the part accurately and the reason for shipment (e.g., "used steel fly wheel for lathe returned for repair").

运送修理之项目：如有型号（或零件）名称及序列号，请予以列出。请确实说明零件内容及托运原因（例如：「车床用之旧钢飞轮，退回原厂修理」）。

On parts of machinery of equipment. Write in specific part name and part numbers for every different part. Describe each part in simple language (e.g., "fuel pump Model D-Serial Number 811256 for ABC 3-ton truck Model 7").

机械设备之零件：列出每一项零件之零件名称及零件号码，以简洁之文字说明每一项零件（例如：「D 型燃油泵浦，序列号 811256，ABC 三吨 7 型卡车用」）。

On non-textile samples. Fully describe each sample and purpose (e.g., "seven assorted and differently coloured samples of plastic laminate described in contract bid. Not for resale.")

非纺织品样品：详细说明每一项样品之名称及用途（例如：「七种不同颜色之塑料板样品，投标用，非供转售用」）。

All textiles. (includes finished goods, bolts of cloth, samples of swatches) Textiles MUST be described completely, including composition of fabric, type of assembly, and identity of user and ornamentation, if any (e.g., "Lady's short sleeved 100% cotton sewn blouse with pearl buttons, Man's knitted 100% wool sweater, Girl's long sleeved 65% polyester / 35% cotton crocheted sweater, Knitted fabric swatch dyed 65% cotton / 35% rayon 12 inches x 12 inches, Woven fabric sample bleached 100% cotton 7 yards x 45 inches"). Samples MUST be indicated Marked Samples or Mutilated Samples (e.g., "Marked Samples - Not for resale")

所有纺织品（包括成服、布卷、样本）：必须予以详细说明，包括布料成份，组合型式、使用者性别、装饰品等之说明（例如：「女装短袖 100%纯棉上衣，附珍珠钮扣，男装 100%纯羊毛针织毛衣，女装 65%聚酯/35%棉长袖钩皮衣，针织 65%棉/35%縐索染色 12" x 12" 布样品，100%纯棉 7 码 x 45 寸编织漂白布样品」）。样本必须标示盖章样本或是剪破样本（例如：「盖章样本——不可转售」）

QTY.	Quantity of items described on each line
数量	每一项之数量
UNIT OF MEASURE	Lb, kg, pieces, sets, pairs, yards
度量单位	磅、公斤、件、套、双、码等
WEIGHT	Weight of items describe on each line
重量	每一项之重量
UNIT OF MEASURE	\$ Value of each unit (Please declare one currency type only)
单价	每一项之单价（请申报单一币别）
TOTAL VALUE	\$ Value of items described on each line (Please declare one currency type only)
总价	每一项之总价（请申报单一币别）
TOTAL INVOICE VALUE	\$ Value of all items listed on the invoice (Please declare one currency type only)
发票总价值	发票中所有项目之总价值（请申报单一币别）

FOR FURTHER INFORMATION OR ASSISTANCE, VISIT FEDEX.COM OR CALL FEDEX CUSTOMER SERVICE AT 800.988.1888 OR 400.866.1888.

如需进一步资料或协助，请参阅 fedex.com，或请致电 800.988.1888 或 400.866.1888