

INSTRUCTIONS FOR COMPLETING THE COMMERCIAL INVOICE

填寫商業發票說明

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

商業發票是國際海關官員要求的主要文件。

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

如貴公司沒有自備商業發票的格式才需使用這**表格**。如您使用自備發票

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

請務必提供所有必須資料，並如下列所示詳細說明您託運之貨物：

COUNTRY OF ORIGIN

The country where the merchandise was grown, mined or manufactured, in accordance with Customs Regulations

原產地

遵照海關規例列明商品的生長地、開採地或生產地

MARKS / NO'S.

Any identifying marks or number used on packaging

標記／號碼

包裝上使用的識別標記或號碼。

NO. OF PKGS

Total number of packages described on each line

件數

每一項貨物的包裹總數

TYPE OF PACKAGING

Type of packaging being used, i.e., roll, tube, carton

包裝方式

使用的包裝方式，例如卷裝、筒裝、紙箱

FULL DESCRIPTION OF GOODS

Complete details of the items (s) being shipped, including name, part numbers, serial numbers, and H.S. numbers, if available

完整的貨品描述

託運貨品的詳細說明，包括名稱、零件編號、序號等。如有國際協調制度編號亦應寫上。

THE FOLLOWING GUIDELINES APPLY TO SPECIFIC CATEGORIES OF SHIPMENTS:

下列指引適用於特定類別的貨件：

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").

運送修理貨物：如有型號（或零件）名稱及序號請填寫。請準確描述零件及託運原因（例如：「車床用舊有鋼飛輪，需退回原廠修理」（"used steel fly wheel for lathe returned for repair"））。

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").

機械設備零件：列出各不同零部件的專有零件名稱及零件號碼，以簡單語言描述每一項零件（例如：「D 型燃油泵浦，序號 811256，ABC 三噸 7 型貨車用」（"fuel pump Model D-Serial Number 811256 for ABC 3-ton truck Model 7"））。

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.")

非紡織品樣本：詳細說明各樣本及其用途（例如：「七類不同顏色的塑料板樣本，投標用，不可轉售」（"seven assorted and differently coloured samples of plastic laminate described in contract bid. Not for resale."））。

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")

所有紡織品（包括製成品、布匹、布辦）：必須完整描述紡織品，包括布料成份、組合型式、使用者性別及掛飾等說明（例如：「女裝短袖 100%純棉珍珠鈕扣上衣；男裝 100%純羊毛針織毛衣；女裝長袖 65%聚酯/35%棉鉤花毛衣，65%棉/35%縲縲針織染色 12 吋 x12 吋布辦，100%純棉 7 碼 x45 吋梭織漂白布料樣辦」）。樣辦必須顯示「蓋印樣本」或「剪割樣本」（例如：「蓋印樣本—不可轉售」）

QTY.

Quantity of items described on each line

數量

每一項貨品的數量

UNIT OF MEASURE

Lb, kg, pieces, sets, pairs, yards

量度單位

磅、公斤、件、套、對、碼等

WEIGHT

Weight of items describe on each line

重量

每一項貨品的重量

UNIT OF MEASURE

\$ Value of each unit (Please declare one currency type only)

單一價值

每一單位的貨品價值（請申報同一

TOTAL VALUE

種貨幣）

總價值

\$ Value of items described on each line (Please declare one currency type only)

TOTAL INVOICE VALUE

每一項貨品的總價值（請申報同一種貨幣）

發票總價值

\$ Value of all items listed on the invoice (Please declare one currency type only)

發票上所有貨品的總價值（請申報同一種貨幣）

FOR FURTHER INFORMATION OR ASSISTANCE, VISIT FEDEX.COM OR CALL FEDEX CUSTOMER SERVICE AT 852.2730.3333

如需其他資料或協助，請瀏覽 FEDEX.COM 或致電 FEDEX 顧客服務部 852.2730.3333。