

## INSTRUCTIONS FOR COMPLETING THE COMMERCIAL INVOICE

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

The **form** should only be used if your company does not have its own corporate invoice form. If you use your own corporate invoice, **ALL REQUESTED INFORMATION MUST BE SUPPLIED** and the goods being shipped must be described in full as follows:

<b>COUNTRY OF ORIGIN</b>	The country where the merchandise was grown, mined or manufactured, in accordance with Customs Regulations
<b>MARKS / NO'S.</b>	Any identifying marks or number used on packaging
<b>TNO. OF PKGS</b>	Total number of packages described on each line
<b>TYPE OF PACKAGING</b>	Type of packing used, i.e., roll, tube, carton
<b>FULL DESCRIPTION OF GOODS</b>	Complete details of the item (s) being shipped, including name, part numbers, serial numbers, and H.S. numbers, if available

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### THE FOLLOWING GUIDELINES APPLY TO SPECIFIC CATEGORIES OF SHIPMENTS:

**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").

**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").

**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.")

**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")

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<b>QTY.</b>	Quantity of items described on each line
<b>UNIT OF MEASURE</b>	Lb, kg, pieces, sets, pairs, yards
<b>WEIGHT</b>	Weight of items described on each line
<b>UNIT VALUE</b>	\$ Value of each unit (please declare one currency type only)
<b>TOTAL VALUE</b>	\$ Value of items described on each line (Please declare one currency type only)
<b>TOTAL VALUE INVOICE</b>	\$ Value of all items listed on the invoice (Please declare one currency type only)

**FOR FURTHER INFORMATION OR ASSISTANCE, VISIT FEDEX.COM OR CALL FEDEX CUSTOMER SERVICE AT 1800.88.6363**