

INSTRUCTIONS FOR COMPLETING THE COMMERCIAL INVOICE

商業發票填寫注意事項

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

商業發票是國際貨運中海關所要求之主要文件。

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

如 貴公司無自備發票格式，請[按此](#)下載。如您使用 貴公司之發票格式，則應具備下列資料：

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

請提供所有必備資料，並詳細說明您所託運之貨件如下：

COUNTRY OF ORIGIN	The country where the merchandise was grown, mined or manufactured, in accordance with Customs Regulations
原產國	貨品的生產地、開採地或製造地依照海關規定
MARKS / NO'S.	Any identifying marks or number used on packaging
唛頭/號碼	包裝所使用之識別唛頭或號碼。
NO. OF PKGS	Total number of packages described on each line
件數	每一項之包裝件數
TYPE OF PACKAGING	Type of packaging being used, i.e., roll, tube, carton
包裝方式	所使用之包裝方式，例如卷、筒、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
完整的品名敘述	託運物品之詳細說明，包括貨品名稱、零件編號、序號等。若有稅則編號，亦應予以註明。

THE FOLLOWING GUIDELINES APPLY TO SPECIFIC CATEGORIES OF SHIPMENTS:

下列說明適用於特定類別之貨件:

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").

運往修理之項目：如有型號(或零件)名稱及序號，請予以列出。請確實說明零件內容及託運原因(例如：「車床用之舊鋼飛輪，退回原廠修理」)。

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").

機械設備之零件：列出每一項零件之零件名稱及零件號碼，以簡潔之文字說明每一項零件(例如：「D型燃油泵浦，序號811256，ABC三噸7型卡車用」)。

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.")

非紡織品樣品：詳細說明每一項樣品之名稱及用途(例如：「七種不同顏色之塑膠板樣品，投標用，非供轉售用」)。

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")

所有紡織品(包括成衣、布捲、樣本)：必須予以詳細說明，包括布料成份、組合型式、使用者性別、裝飾品等之說明(例如：「女裝短袖 100%純棉上衣，附珍珠鈕扣，男裝100%純羊毛針織毛衣，女裝65%聚酯/35%棉長袖鉤皮衣，針織65%棉/35%縲縲染色12"x12"布樣品，100%純棉7碼x45吋編織漂白布樣品」)。樣本必須標示蓋章樣本或是剪破樣本(例如：「蓋章樣本——不可轉售」)

QTY.	Quantity of items described on each line
數量	每一項之數量
UNIT OF MEASURE	Lb, kg, pieces, sets, pairs, yards
度量單位	磅、公斤、件、套、雙、碼等
WEIGHT	Weight of items describe on each line
重量	每一項之重量
UNIT OF MEASURE	\$ Value of each unit (Please declare one currency type only)
單價	每一項之單價 (請申報單一幣別)
TOTAL VALUE	\$ Value of items described on each line (Please declare one currency type only)
總價	每一項之總價 (請申報單一幣別)
TOTAL INVOICE VALUE	\$ Value of all items listed on the invoice (Please declare one currency type only)
發票總價值	發票中所有項目之總價值 (請申報單一幣別)。

FOR FURTHER INFORMATION OR ASSISTANCE, VISIT FEDEX.COM OR CALL FEDEX CUSTOMER SERVICE AT 0800 075 075.

如需進一步資料或協助，請參閱[fedex.com](#)，或請致電0800-075-075。