

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:

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

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")

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

FOR FURTHER INFORMATION OR ASSISTANCE, VISIT FEDEX.COM