

Instructions for Preparation of US Customs Invoice

1. **EXPORTER, SHIPPER SELLER AND MAILING ADDRESS** – The complete name and address, including the postal code.
2. **CONSIGNEE AND MAILING ADDRESS** – The complete name and address, including zip code.
3. **IRS NUMBER** – If the goods are not sold, show the IRS number of the consignee.
4. **BUYER (IF OTHER THAN CONSIGNEE)** – The complete name, address and zip code.
5. **IRS NUMBER** – The IRS number of the Buyer.
6. **CONSIGNEE'S OR BUYER'S REFERENCE NUMBER** – If either party is responsible for payment of duty, their control number for payment (ex: Purchase order number).
7. **TERMS OF SALE – DELIVERY – PAYMENT** – Terms of delivery that indicate to which point the freight charges are paid.
8. **SHIPPER'S REFERENCE NUMBER** – If the shipper is responsible for payment of duty, their control number for payment (ex: the sales order number)
9. **PAGE OF** – The page number of this invoice, if the use of more than one is necessary.
10. **U.S. DUTY AND/OR BROKERAGE FOR** – The party responsible for payment of our invoice, and if the shipper, whether duty and our brokerage charges included in the invoice price(s).
11. **PARTIES TO THIS TRANSACTION ARE** – The relationship between the exporter, shipper, seller, and the consignee or buyer.
12. **EXCHANGE RATE** – The fixed or agreed rate of exchange, if applicable.
13. **EXPORTING CARRIER** – The carrier bringing the shipment over the border.
14. **CURRENCY OF VALUE** – Currency of transaction (ex: U.S. Funds, Canadian Funds, etc.)
15. **ESTIMATED FREIGHT CHARGES** – “X” the appropriate box as to whether freight charges are prepaid or collect. If prepaid, is the cost of the freight included in the total price shown on this invoice?
ESTIMATED FREIGHT CHARGES TO THE POINT OF EXIT – a dollar amount is needed here whether or not the shipment is prepaid. If the freight is prepaid to destination and is included in your total price, show the TOTAL amount of freight from origin to destination in destination field.
16. **MARKS AND NUMBERS** – The marking and/or number shown on the outside of the shipping containers.
17. **COUNTRY OF ORIGIN (WHERE MANUFACTURED)** – Country of manufacture or growth of the product (show for each line of invoice) IT IS IMPORTANT TO INDICATE WHERE A PRODUCT WAS MADE, NOT PURCHASED.
18. **NUMBER OF PACKAGES** – The number and type of packages in this shipment (ex: 10 cartons, 10 pallets, 1 truckload, etc.)
19. **DESCRIPTION OF GOODS INCLUDING H.S. NUMBER** – Complete word description of merchandise with applicable serial number and use, material or chief weight, and the U.S. Harmonized Tariff Schedule (H.S.) number.
20. **WEIGHT** – The weight of the shipment.
21. **QUANTITY** – Quantity in the units the product was sold.
22. **UNIT PRICE** – Price per individual unit as noted in quantity.
23. **TOTAL PRICE** – Total invoice line value. This should match the commercial invoice and be the product of Quantity (23) x Unit Price (24) above. Also show any and all discounts, credit, etc. as applicable.
24. **INVOICE TOTAL** – Total transaction price (i.e.: the total of all lines of the invoice total) should match the commercial invoice total.
25. **DECLARATION OF FOREIGN SHIPPER** – To be completed only when goods are manufactured in the U.S. Signed by knowledgeable party of the shipper.
26. **SIGNATURE** – Signed by a knowledgeable party of the shipper or agent who was provided information by the shipper.