

COMMERCIAL / PRO FORMA INVOICE

Company Name	<input type="text"/>	Consignment No.	<input type="text"/>
Street	<input type="text"/>	Reason for export	<input type="text"/>
Town	<input type="text"/>	Area/Zip code	<input type="text"/>
Country/State	<input type="text"/>	Goods are of origin:	<input type="text"/>
Contact Name	<input type="text"/>	Phone Number	<input type="text"/>
Recipient Addr.	<input type="text"/>		

Please provide a full description of the goods (What is it? What is it made from? What is it's usage?)

Description of goods	Item Value	Total Value	Currency
Shippers VAT #:		<i>Total</i>	

The transport of Dangerous Goods/Chemicals by road, rail, air, sea or tunnel is subject to regulation. It is the consignor's duty to identify the requirements for notification, packing, labelling and documentation and to be aware that transport to offshore/over water destinations will include multi modal transport operations.

I declare that the above information is true and correct to the best of my knowledge.

Name _____ Signature _____

Title _____ Date _____

HOW TO COMPLETE THE COMMERCIAL / PRO FORMA INVOICE

Completing this document is very important to ensure that your shipment goes smoothly. If you fail to complete it or do not complete it correctly, there is a good chance your item will be refused at customs in the destination country. This will result in additional cost and aggravation to yourself.

First Section

Company Name	This is the company name of the sender. If unavailable please put the personal name of the sender.
Street	Sender's street address
Town	Sender's town name
Country/State	Sender's country/state
Contact Name	Sender's contact name
Consignment No.	The PM_#####_##### reference number on the label
Reason for export	Reason for exporting goods
Area/ZIP code	Sender's postcode/zip code
Goods are of origin	Country where goods were manufactured
Phone number	Sender's telephone number
Recipient Addr.	The address of the person receiving the parcel.

Middle Section

In the second section, you should list all shipped goods with accurate descriptions (What is it? What is it made from? What is it's usage?), a unit valuation for each item and a total valuation for that each item. Eg. If you have 10 pairs of shoes worth £10 each, you would enter "10.00" in the Item Value column, "100.00" in the Total Value column and "GBP" in the currency column.

If you are VAT registered, you should enter your VAT registration number in the box provided at the bottom of the table.

You should add up all the 'Total Value' entries and place this total in the box provided at the bottom of the table along with the currency you have valued the items in eg. GBP.

Third Section

You should read the declaration carefully and ensure your responsibilities are met. Then print your name, title, sign and date.