



Express-Link International

Global Air & Ocean

A STEP BY STEP GUIDE TO COMPLETING YOUR CUSTOMS DOCUMENTS

A Commercial Invoice / Proforma Invoice is a requirement of customs both for export and for importation into country of destination. A declaration must be completed on your company letterhead whenever non-document material is sent. All fields must be completed (except "Harmonized item" and Export Permit Numbers, which should be filled in, only if applicable). If the shipment you are sending is 'for sale' then please select 'Commercial Invoice'.

If the shipment is 'not for sale' then please select 'Proforma Invoice'

Name of the company: Name of company you are sending to with a complete address. A phone/fax number is vital for contact purposes. We can not send to Post Office boxes.

Airwaybill Number: Airwaybill number for this shipment. Leave blank if not known.

Number of Pieces: Number of pieces and total weight.

Gross Weight: Exports permit numbers if applicable. These are required for export control commodities

Full Description of Goods: Full description of the goods, including numbers/markings etc... For example, serial markings on machines. If sending a videotape please state the title, contents and purpose.

Origin Country of Manufacture: The name of the country where the goods were manufactured.

Quantity: Number of items/units being shipped.

Unit Value: Value of each item/unit. This field must NOT contain zero values. Although the good may have no commercial value (NCV), a value for customs purposes only must be stated.

Total Value: Total value of each line.

Harmonised Item AHECC: Harmonised tariff item (AHECC) 8 digit code of each commodity being exported (IF KNOWN)

Hazardous Goods: Please state whether this consignment contains any hazardous material.

Total Value & Currency: Total value of all commodities being shipped, together with the current quoted. Must NOT equal zero.

Reason for Export: Reason for export, for example: Sale, Loan, Sample, Test.

Manufacturer's Name: Name and address of the manufacturer of the commodities if not manufactured by you.

Declaration: Sign and date each declaration with an original signature and complete your name and position in print.