

## Sample Commercial Invoice

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<b>SHIPPER/EXPORTER</b> <b>1</b>		<b>COMMERCIAL INVOICE NO.</b> <b>5</b>		<b>DATE</b> <b>7</b>	
<b>CONSIGNEE</b> <b>2</b>		<b>CUSTOMER PURC. ORDER NO.</b> <b>6</b>		<b>B/L, AWB NO.</b> <b>7</b>	
<b>NOTIFY: INTERMEDIATE CONSIGNEE</b> <b>3</b>		<b>COUNTRY OF ORIGIN</b> <b>8</b>		<b>DATE OF EXPORT</b> <b>9</b>	
<b>FORWARDING AGENT</b> <b>4</b>		<b>TERMS OF PAYMENT</b> <b>10</b>			
<b>EXPORT REFERENCES</b> <b>11</b>					
<b>AIR/OCEAN PORT OF EMBARKATION</b> <b>12</b>					<b>12</b>
<b>EXPORTING CARRIER/ROUTE</b> <b>13</b>					

Terms of Sale and Terms of Payment under this offer are governed by Incoterms # 322, "Uniform Rules For The Collection Of Commercial Paper" and # 400 "Uniform Customs And Practice For Documentary Credits"

PKGS.	QUANTITY	NET WT. (Kilos)	GROSS WT. (Kilos)	DESCRIPTION OF MERCHANDISE	UNIT PRICE	TOTAL VALUE
<b>14</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>18</b>
<b>PACKAGE MARKS:</b> <b>19</b>				<b>MISC. CHARGES (Packing, Insurance, etc.)</b> <b>20</b>		
						<b>INVOICE TOTAL</b>
<b>CERTIFICATIONS</b> <b>21</b>						

Form 13-320 Printed and Sold by ENMER 130 Baltham Ave., Jersey City, NJ 07310 - (201) 631-2088

AUTHORIZED SIGNATURE \_\_\_\_\_

**1. EXPORTER** - The name and address of the principal party responsible for effecting export from the United States. The exporter as named on the Export License.

**2. CONSIGNEE** - The name and address of the person/company to whom the goods are shipped for the designated end use, or the party so designated on the Export License.

**3. INTERMEDIATE CONSIGNEE** - The name and address of the party who effects delivery of the merchandise to the ultimate consignee, or the party so named on the Export License.

**4. FORWARDING AGENT** - The name and address of the duly authorized forwarder acting as agent for the exporter.

**5. COMMERCIAL INVOICE NO.** - Commercial Invoice number assigned by the exporter.

**6. CUSTOMER PURCHASE ORDER NO.** - Overseas customer's reference of order number.

**7. B/L, AWB NO.** - Bill of Lading, or Air Waybill number, if known.

**8. COUNTRY OF ORIGIN** - Country of origin of shipment.

**9. DATE OF EXPORT** - Actual date of export of merchandise.

**10. TERMS OF PAYMENT** - Describe the terms, conditions, and currency of settlement as agreed upon by the vendor and purchaser per the Pro Forma Invoice, customer Purchase Order, and/or Letter of Credit.

**11. EXPORT REFERENCES** - May be used to record other useful information, e.g. - other reference numbers, special handling requirements, routing requirements, etc.

**12. AIR/OCEAN PORT OF EMBARKATION** - Ocean port/pier, or airport to be used for embarkation of merchandise.

**13. EXPORTING CARRIER/ROUTE** - Record airline carrier/flight number or vessel name/shipping line to be used for the shipment of merchandise.

**14. PACKAGES** - Record number of packages, cartons, or containers per description line.

**15. QUANTITY** - Record total number of units per description line.

16. **NET WEIGHT/GROSS WEIGHT** - Record total net weight and total gross weight (includes weight of container) in kilograms per description line.
17. **DESCRIPTION OF MERCHANDISE** - Provide a full description of items shipped, the type of container (carton, box, pack, etc.), the gross weight per container, and the quantity and unit of measure of the merchandise.
18. **UNIT PRICE/TOTAL VALUE** - Record the unit price of the merchandise per the unit of measure, compute the extended total value of the line.
19. **PACKAGE MARKS** - Record in this Field, as well as on each package, the package number (e.g. - 1 of 7, 3 of 7, etc.), shippers company name, country of origin (e.g. - made in USA), destination port of entry, package weight in kilograms, package size (length x width x height), and shipper's control number (e.g. - C/I number; optional).
20. **MISC. CHARGES** - Record any miscellaneous charges which are to be paid for by the customer - export transportation, insurance, export packaging, inland freight to pier, etc.
21. **CERTIFICATIONS** - any certifications or declarations required of the shipper regarding any information recorded on the commercial invoice.