



Standard Invoicing Procedures

All commercial and/or Pro-forma invoices must have the proper information for correct processing procedures. The following information is required on Customs invoices:

- 1) Shipper/Exporter full name and address
- 2) Buyer/Purchaser full name and address
- 3) Shipped to Locations/Consignee full name and address if different from buyer
- 4) ***Note the party responsible for brokerage, duties and taxes, not just who is responsible for the freight***
- 5) Country of Origin of each product
- 6) Proper description of product (if made of metal, glass, plastic, etc)
- 7) Product break down, descriptions must be broken down for classification and value purposes
- 8) Estimated weight of each product
- 9) Unit price of each product
- 10) Total price of each product
- 11) Total invoice value
- 12) Indicate if the invoice value includes any other charges (freight, brokerage, taxes, etc.)
- 13) Currency of Sale

Note - If the merchandise is made in North America, claims for the reduced Rates of Duty under NAFTA are being made, a separate NAFTA Certificate of Origin form must also be completed.