



How to Prepare a Commercial Invoice

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The custom official of the country to which you are exporting requires a commercial invoice for all dutiable shipments. The invoice is prepared on your company letterhead, which must contain your complete address and telephone number. When completed, attach the original and four copies to the shipment. A template for the commercial invoice is available on the NorthStar web site.

PRINT ON YOUR COMPANY LETTERHEAD: PREPARE THE COMMERCIAL INVOICE ON YOUR COMPANY LETTERHEAD.

1. **Date of Exportation.** Use the date the shipment is leaving your facility Consignee/recipient.
2. **Shipper/Exporter.** The exporter/or shipper's company name and complete address including suite number and phone and/or fax number.
3. **Ultimate Destination Address.** Enter the company name, recipient's name, department, complete address including suite number and phone and/or fax number. of the recipient at the final destination. Shipments to Europe: Include the consignee's VAT number to help speed clearance.
4. **Show Name/Booth Number.** Enter the name of the show/exposition and the booth/stand number.
5. **Country of Ultimate Destination.** Enter the country name of the final destination of the shipment.
6. **Customs Broker.** Enter the name, address, telephone number and fax number of the broker clearing the shipment at its destination (available from NorthStar Express).
7. **Total Piece Count & Total Weight.** Enter the total number of pieces in the shipment and the total weight of all the pieces in the shipment.
8. **Carrier/AWB # or PRO #.** Enter the carriers name, Airway bill # or the Pro number of the shipment (available from NorthStar Express).
9. **Freight Forwarder/Shipping Agent.** Enter the name and phone number for the company handling the shipping.
10. **Box Number.** Enter the number on the box and the total piece count of the shipment (ex. Box number 1 of 2 pieces, Box number 6 of 22 pieces).
11. **Country of Manufacturer.** Enter the country where the goods were produced or last modified.
12. **Description.** Indicate a detailed description of the package and its contents including serial numbers, what items are made of, new or used, etc. Include the harmonized code/tariff number if known. If you want to pay for the duties/taxes, type "delivery duty paid" in bold and a noticeable way such as ALL CAPS. 12a. Indicate if the shipment is not for sale.
13. **Quantity.** Indicate the exact number of each type of item in the package.
14. **Unit Value.** Indicate the value of each item listed.
15. **Total Item Value.** Indicate the total value of each type of item.
16. **Total Pieces.** Indicate the total number of pieces in the shipment.
17. **Total Value.** Indicate the total value of all items in the shipment in U.S. dollars. For most international shipments valued over U.S. \$2,500 or containing validated licensed material or destined for certain countries U.S. Customs requires a Shipper's Export Declaration (SED) in addition to the commercial invoice.
18. **Signature and Title.** Signing the invoice indicates to customs that you assume responsibility for the accuracy of the description of the contents.
19. **Date.** Indicate the date that the commercial invoice was signed.

If you have any questions or need assistance contact your NorthStar Service representative at 800-787-1800, 703-532-0520 or customer@northstarexpress.com.