

COMMERCIAL INVOICE INSTRUCTIONS

1. INTERNATIONAL AIR WAYBILL NUMBER.

THIS IS REQUIRED HOWEVER YOU MAY LEAVE IT BLANK IF YOU DON'T HAVE IT.

2. DATE OF EXPORTATION

ASSUME THE DATE THE ITEMS ARE SCHEDULED TO BE PICKED UP.

3. EXPORT REFERENCES (ORDER NUMBERS, INVOICE NUMBERS, ETC.)

THIS IS AN INTERNAL NUMBER FOR THE CUSTOMER OR IMPORTER.

4. SHIPPER/EXPORTER.

COMPLETE NAME AND ADDRESS OF SHIPPER/EXPORTER (PHYSICAL NOT POSTAL ADDRESS) PLUS PHONE AND NAME OF CONTACT.

5. TO/CONSIGNEE.

COMPLETE NAME AND ADDRESS OF CONSIGNEE (PHYSICAL NOT POSTAL ADDRESS) PLUS PHONE AND NAME OF CONTACT. THIS IS THE PERSON OR COMPANY WHERE THE ITEMS ARE BEING.

6. COUNTRY OF EXPORT.

THE COUNTRY WHERE THE ITEM IS BEING PICKED UP AND SHIPPED FROM

7. IMPORTER

COMPLETE NAME AND ADDRESS OF IMPORTER (PHYSICAL NOT POSTAL ADDRESS) PLUS PHONE AND NAME OF CONTACT. THIS IS MAY OR MAY NOT BE THE SAME AS THE CONSIGNEE. THIS IS THE PERSON OR COMPANY THAT IS INITIATING OR REQUESTING THE SHIPMENT AND IS RESPONSIBLE.

8. COUNTRY OF MANUFACTURE OF THE PRODUCT.

WHERE WAS THE ITEM MADE OR CREATED?

9. COUNTRY OF ULTIMATE DESTINATION.

WHAT COUNTRY IS IT BEING EXPORTED TO?

10. DETAILED DESCRIPTION OF MERCHANDISE SHOULD INCLUDE (BUT NOT LIMITED TO) THE FOLLOWING INFORMATION:

A. ANY IDENTIFYING MARKS OR NUMBERS USED ON THE PACKAGING.

B. TOTAL NUMBER OF PACKAGES DESCRIBED ON EACH LINE.

C. TYPE OF PACKAGING BEING USED: I.E., CRATE, ROLL, TUBE, CARTON, ETC.

D. COMPLETE DETAILS OF THE ITEM(S) BEING SHIPPED, INCLUDING ARTIST, MEDIUM, DATE, FRAME. IT IS SUGGESTED YOU INCLUDE AS AN ATTACHMENT PHOTOS OF EACH ITEM.

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C. QUANTITY OF ITEMS DESCRIBED ON EACH LINE.

F. DIMENSIONS, USUALLY LENGTH X WIDTH X HEIGHT, SPECIFY INCHES OR CM.

G. WEIGHT OF ITEMS DESCRIBED ON EACH LINE (SPECIFY POUNDS OR KILOGRAMS).

H. DOLLAR VALUE OF EACH UNIT OR PIECE.

I. DOLLAR VALUE OF ITEMS DESCRIBED ON EACH LINE.

J. DOLLAR VALUE OF ALL ITEMS LISTED ON THE INVOICE.

11. SHIPPER'S DECLARATION, SIGNATURE AND DATE.

12. ONE ORIGINAL AND TWO COPIES REQUIRED