



## HOW TO COMPLETE THE COMMERCIAL / PRO FORMA INVOICE

Completing this document is very important to ensure that your shipment goes smoothly. If you fail to complete it or do not complete it correctly, there is a good chance your item will be refused at customs in the destination country. This will result in additional cost and aggravation to yourself.

### First Section

<b>Company Name</b>	This is the company name of the sender. If unavailable please put the personal name of the sender.
<b>Street</b>	Sender's street address
<b>Town</b>	Sender's town name
<b>Country/State</b>	Sender's country/state
<b>Contact Name</b>	Sender's contact name
<b>Consignment No.</b>	The PM_#####_##### reference number on the label
<b>Reason for export</b>	Reason for exporting goods
<b>Area/ZIP code</b>	Sender's postcode/zip code
<b>Goods are of origin</b>	Country where goods were manufactured
<b>Phone number</b>	Sender's telephone number
<b>Recipient Addr.</b>	The address of the person receiving the parcel.

### Middle Section

In the second section, you should list all shipped goods with accurate descriptions (What is it? What is it made from? What is its usage?), a unit valuation for each item and a total valuation for that each item. Eg. If you have 10 pairs of shoes worth £10 each, you would enter "10.00" in the Item Value column, "100.00" in the Total Value column and "GBP" in the currency column.

If you are VAT registered, you should enter your VAT registration number in the box provided at the bottom of the table.

You should add up all the 'Total Value' entries and place this total in the box provided at the bottom of the table along with the currency you have valued the items in eg. GBP.

### Third Section

You should read the declaration carefully and ensure your responsibilities are met. Then print your name, title, sign and date.