



**BRISTOL
CARDIFF
BATH**

Commercial Invoices

A commercial invoice must be used when the goods shipped reflect a commercial transaction (i.e. the goods have been purchased by the receiver) and are for permanent export.

A commercial invoice must contain the following information:

- Full name and postal address of the seller and the buyer with contact details.
- Number and date of issue of commercial invoice and the number of the order for the goods
- Marks, numbers, number, kind and gross weight of packages
- Trade description of goods in plain language and in sufficient detail
- Quantity of the goods expressed in units normal in trade and their gross and net weight
- Price of goods (article specific unit price and total price of the consignment) and currency
- Discounts and grounds therefore; additional charges (i.e. insurance), if any – the discounts and additional charges should be indicated in the invoice only if they are mentioned and are fixed in the contract, otherwise, it will be difficult to confirm the prices indicated in the invoice.
- Terms (Incoterms 2000) time and mode of delivery as well as terms, time and mode of payment
- Country of origin of the goods (manufacturer name is not obligatory, but helpful)
- Transport route and means of transport used
- Reference to sales contract number and date
- One original signed copy of the invoice is required, as well as a total of five copies.

Bristol Office
Priority Express (Couriers) Ltd
Unit 5, St Philips Central,
Albert Road,
Bristol. BS2 0JX

Company Name: Priority Express Couriers Ltd
Registered in English & Wales No. 2369219

Bookings & Operations
0117 916 5090

Accounts & Credit Control
0117 916 5093

Email
customercare@priorityexpress.co.uk

In Partnership With



COMPANY LETTER HEADED PAPERSender's Name
Sender's Address
Sender's Telephone Number**IMPORTER'S DETAILS**Importer's Name
Importer's Address
Importer's Telephone / Fax Number**COMMERCIAL INVOICE**

Invoice Number:

Invoice Date:

Quantity	Description of Goods	Net Weight	Harmonised Tariff Code	Country of Manufacture	Currency	Unit Value	Subtotal

Total Weight: _____ Kgs

Reason for Export: _____

Total Value: _____

Currency: _____

For Commercial Invoices only:

Terms of Delivery: _____

Terms of Payment: _____

Contract Number: _____

Contract Date: _____

*This information must
be identical with contract.*

Original Company Stamp

Sender's Original Signature