



Your Commercial Invoice **MUST** include the following

- ITEM 1** Seller - Company Registration Number, VAT and EORI number
- ITEM 2** Buyer - Company Registration Number, VAT and EORI number
- ITEM 3** Invoice Number and Invoice Date
- ITEM 4** Description of Goods
- ITEM 5** Country of Origin
- ITEM 6** Gross Weight
- ITEM 7** Commodity / Tariff Codes
- ITEM 8** Quantity / Pieces
- ITEM 9** Total Value of Goods & Currency
- ITEM 10** Shipping Terms (See incoterms)
- ITEM 12** Freight cost based on shipping terms
- ITEM 13** Total Gross weight of shipment



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when service is important

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Commercial Invoice (EXAMPLE)

SELLER: Company Letterhead
Consignor's full Legal Name and address including Postcode

ITEM 1 → Must include Company Registration Number, VAT and EORI Number

BUYER

Consignee's full Legal name and address including Postcode

ITEM 2 → Must include Company Registration Number, VAT and EORI Number

Delivery Address (If different than Buyers Address)

ITEM 3 → Invoice Number 123456 Invoice Date 01012021

Contract Ref / Customer PO / Customer Order Number

Date of shipment:

↓ **ITEM 7** Tariff Codes

Items	Description of Goods	Country of Origin	Gross Weight	Commodity / Tariff Code HTS Code	Quantity / Pieces	Unit Price	Total Price / Currency
	↓	↓	↓		↓		
	ITEM 4	ITEM 5	ITEM 6		ITEM 8		
	Description of Goods	Country of Origin	Gross weight		Quantity / Pieces		
							Total Value of Goods

ITEM 9

Value & Currency

Shipping terms (See incoterms) ←
Freight cost based on shipping terms ←
Total Gross weight of shipment ←

ITEM 10
ITEM 11
ITEM 12

Signed _____

Date _____