



## 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



# Commercial Invoice (EXAMPLE)

**SELLER:** Company Letterhead  
Consignor's full Legal Name and address including Eircode  
**ITEM 1** → Must include Company Registration Number, VAT and EORI Number

**BUYER**  
Consignee's full Legal name and address including Eircode  
**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
	<b>ITEM 4</b>	<b>ITEM 5</b>	<b>ITEM 6</b>		<b>ITEM 8</b>		
	Description of Goods	Country of Origin	Gross weight		Quantity / Pieces		
							<b>Total Value of Goods</b>

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

**ITEM 10**  
**ITEM 11**  
**ITEM 12**

**ITEM 9**  
Value & Currency

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_