Your logo or company name

COMMERCIAL INVOICE

Invoice number	Invoice date	Purchase order number	Page

Seller (name, address, country)	Buyer (name, address, country)
Manufacturer or shipper, if not the seller	**Consignee (ship to), if not the buyer**

Date of sale	Place of sale	Terms of sale (Incoterms 2020)	Payment terms
Country of export	**Port of loading**	**US port of entry**	**Currency of sale**
Carrier and vessel or flight		**Bill of lading or air waybill number**	**Total packages and gross weight**
Responsible employee of the seller (name and title)		**That person's phone and email**	

Line	Marks and numbers	Description of goods	HTS code	Country of origin	Quantity	Unit	Unit price	Line total
				Total quantity				

Goods or services the buyer supplied for production (assists), with values	Subtotal	
	Packing	
	Inland freight to the port of export	
Charges already included in the unit prices	International freight	
	Insurance	
Discounts, rebates, drawbacks and bounties	Commission	
	Other charges	
Notes	Less discount	
	Invoice total	

I declare that the information on this invoice is true and correct.

Name and title	Signature	Date

How to fill in the commercial invoice

The seller fills in the commercial invoice after the sale and sends it with the shipment. US Customs uses it to assess duty, so every number on it must match the goods, the packing list and what was actually paid.

The invoice must be in English. Send this template to your supplier before the goods ship, so the fields US Customs requires are filled in by default.

Lines marked Rule show the part of 19 CFR 141.86 that asks for the field.

Field	What to write
Your logo or company name	The seller issues the commercial invoice, so the seller's logo or company name goes here.
Invoice number	The seller's own number for this invoice. Put the same number on the packing list.
Invoice date	The date the seller issues the invoice.
Purchase order number	The buyer's PO number, so the invoice can be matched to the order.
Page	Number every page, for example 1 of 2. US Customs asks for consecutive page numbers when an invoice has more than two pages. Rule: 19 CFR 141.86.
Seller (name, address, country)	The company that sold the goods: full legal name, street address and country. Rule: 19 CFR 141.86(a)(2).
Buyer (name, address, country)	The company that bought the goods: full legal name, street address and country. Rule: 19 CFR 141.86(a)(2).
Manufacturer or shipper, if not the seller	Fill in only when another company made or shipped the goods. Give its name and address.
Consignee (ship to), if not the buyer	Fill in only when the goods are delivered to someone other than the buyer, such as a warehouse or 3PL.
Date of sale	The date the sale was agreed, usually the date the seller accepted the purchase order. Rule: 19 CFR 141.86(a)(2).
Place of sale	The city and country where the sale was made, usually the seller's city. Rule: 19 CFR 141.86(a)(2).
Terms of sale (Incoterms 2020)	The trade term, its named place and the edition, for example FOB Shenzhen, Incoterms 2020.
Payment terms	How and when the buyer pays, for example 30% deposit, 70% before shipment.
Country of export	The country the goods ship from.
Port of loading	The port or airport where the goods are loaded for the United States.
US port of entry	The US port where the goods will be entered, for example Long Beach, CA. Rule: 19 CFR 141.86(a)(1).
Currency of sale	The currency the goods were sold in, for example USD. Every amount on the invoice is in this currency. Rule: 19 CFR 141.86(a)(5) and (a)(7).
Carrier and vessel or flight	The shipping line or airline, and the vessel name and voyage or the flight number.
Bill of lading or air waybill number	The transport document number from the carrier or forwarder. Leave blank if it has not been issued yet.
Total packages and gross weight	The number of cartons or other packages and the gross weight of the whole shipment, for example 250 cartons, 2,400 kg. Both must match the packing list.
Responsible employee of the seller (name and title)	A named person at the seller who knows this sale or can get the facts. A general sales address is not enough. Rule: 19 CFR 141.86.
That person's phone and email	How US Customs or the customs broker can reach that person.
Line items	
Line	Number the lines 1, 2, 3 and so on.
Marks and numbers	The marks and carton numbers printed on the packages that hold this line, for example EXB EB-PO-1001, cartons 1 to 150. Rule: 19 CFR 141.86(a)(3).
Description of goods	What each item is: the name it is known by, its grade or quality, material and model number. A general term like plastic parts is not enough. Rule: 19 CFR 141.86(a)(3).
HTS code	The 10-digit US tariff number the importer uses for this item. The invoice rule does not require it, but the customs broker needs it.
Country of origin	The country where the goods were made, which is not always the country they ship from. Rule: 19 CFR 141.86(a)(10).
Quantity	How many units are on this line. Rule: 19 CFR 141.86(a)(4).
Unit	The unit the quantity is counted in, for example pcs, sets, kg or m. Rule: 19 CFR 141.86(a)(4).

Field	What to write
Unit price	The price of one unit in the currency of sale. Rule: 19 CFR 141.86(a)(5).
Line total	Calculated: quantity x unit price.
Total quantity	Calculated: the sum of the quantity column.
Charges and totals	
Goods or services the buyer supplied for production (assists), with values	List tooling, molds, dies, materials, or engineering and design work done outside the US that the buyer gave the factory free or at a reduced price, and the value of each. Write None if there are none. Rule: 19 CFR 141.86(a)(11).
Charges already included in the unit prices	Name any packing, container or inland freight cost that is already inside the unit prices. A charge named here needs no separate amount. Rule: 19 CFR 141.86(a)(8).
Discounts, rebates, drawbacks and bounties	List every discount from the list price by class of goods, and any rebate, drawback or bounty allowed on export, each with its amount. Write None if there are none. Rule: 19 CFR 141.86, including (a)(9).
Notes	Name any other charge here, and add anything else the buyer or the customs broker asked for.
Subtotal	Calculated: the sum of the line totals.
Packing	The amount billed for cases, containers, coverings and packing, if it is not already in the unit prices. Rule: 19 CFR 141.86(a)(8).
Inland freight to the port of export	The amount billed for moving the goods to the port, if it is not already in the unit prices. Rule: 19 CFR 141.86(a)(8).
International freight	The amount billed for ocean or air freight, if the seller pays it under the terms of sale. Rule: 19 CFR 141.86(a)(8).
Insurance	The amount billed for cargo insurance, if the seller pays it under the terms of sale. Rule: 19 CFR 141.86(a)(8).
Commission	Any commission billed on this invoice. Rule: 19 CFR 141.86(a)(8).
Other charges	Any other charge billed on this invoice. Name it under Notes. Rule: 19 CFR 141.86(a)(8).
Less discount	The total discount taken off this invoice, typed as a positive number.
Invoice total	Calculated: subtotal plus the charges, minus the discount.
Declaration	
Declaration	Leave the wording as printed. The seller signs below it.
Name and title	The person who signs for the seller.
Signature	Signed by hand, or signed and stamped by the seller.
Date	The date of signing.