Your logo or company name

PACKING LIST

Packing list number	Date	Invoice number	Purchase order number	Country of origin	Page

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

Port of loading	Port of discharge	Final destination	Carrier and vessel or flight	Bill of lading or air waybill number	Ship date

Container and seal numbers	Shipping marks (the main mark as printed on the cartons)

Carton numbers	Item number	Description of goods	Quantity per carton	Cartons	Total quantity	Net weight per carton (kg)	Gross weight per carton (kg)	Length (cm)	Width (cm)	Height (cm)	Total net weight (kg)	Total gross weight (kg)	Volume (CBM)
		Totals											

Notes	Prepared by (name and title)	Signature	Date

How to fill in the packing list

The seller or shipper fills in the packing list and sends it with the commercial invoice. It says what is in each carton, so the forwarder, US Customs and the warehouse can check the shipment without opening every box.

Use one row for each group of identical cartons. The carton numbers, quantities and weights must match the cartons themselves and the commercial invoice.

US Customs has no separate packing list form. 19 CFR 141.86(e) requires the invoice to state what is in each package, and the packing list is how that is done.

Field	What to write
Your logo or company name	The seller or shipper issues the packing list, so its logo or company name goes here.
Packing list number	The shipper's own number for this packing list.
Date	The date the packing list is issued.
Invoice number	The number of the commercial invoice for the same shipment.
Purchase order number	The buyer's PO number, as printed on the cartons.
Country of origin	The country where the goods were made, as shown on the commercial invoice and the cartons.
Page	Number every page, for example 1 of 2.
Seller or shipper (name, address, country)	The company that packed and shipped the goods: name, address and country.
Buyer (name, address, country)	The company that bought the goods: name, address and country.
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.
Port of loading	The port or airport where the goods are loaded.
Port of discharge	The port or airport where the goods are unloaded.
Final destination	The city of the warehouse the goods go to after the port.
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. Leave blank if it has not been issued yet.
Ship date	The date the goods leave the port of loading.
Container and seal numbers	For a full container, the container number and the seal number. Leave blank for loose cargo.
Shipping marks (the main mark as printed on the cartons)	Copy the main mark exactly as it is printed on the cartons: consignee code, PO number, destination, carton numbers and country of origin. Rule: 19 CFR 141.86(a)(3).
Cartons	
Carton numbers	The carton numbers this row covers, for example 1-150. They must match the numbers printed on the cartons. Rule: 19 CFR 141.86(a)(3).
Item number	The buyer's item number or SKU, as printed on the side mark.
Description of goods	What is inside these cartons, in the same words as the commercial invoice. Rule: 19 CFR 141.86(e).
Quantity per carton	How many units are in one carton.
Cartons	How many cartons this row covers.
Total quantity	Calculated: quantity per carton x cartons.
Net weight per carton (kg)	The weight of the goods in one carton, without the outer carton.
Gross weight per carton (kg)	The weight of one packed carton.
Length (cm)	The outside length of one carton in centimeters.
Width (cm)	The outside width of one carton in centimeters.
Height (cm)	The outside height of one carton in centimeters.
Total net weight (kg)	Calculated: net weight per carton x cartons.
Total gross weight (kg)	Calculated: gross weight per carton x cartons.
Volume (CBM)	Calculated in cubic meters: length x width x height (cm) / 1,000,000 x cartons.
Totals	Calculated: total cartons, total quantity, total net weight, total gross weight and total volume.
Sign-off	
Notes	What the forwarder or the warehouse needs to know, such as pallets or fragile goods.
Prepared by (name and title)	The person at the shipper who prepared the packing list.
Signature	Signed by hand, or signed and stamped by the shipper.
Date	The date of signing.