



Customer Focused. Creative Solutions. Community Driven.

Customs Brokerage Services

Properly completed invoices provide guidance on how to classify your goods. Contact Cargo Services team of freight forwarding experts for questions and more information. Toll free: 800-645-0386.

The proper information for an invoice includes:

- Complete name & address of manufacturer
- Complete name & address of consignee
- Name & address of buyer & seller (if different)
- Name & address of delivery address
- Port of US Entry
- In English
- Detailed description of product
- Quantities
- Purchase Price
- Type of currency
- Any additional charges not listed in the price:
 - Freight
 - Insurance
 - Packing
 - Assists (dies, molds, tools, etc)
 - Testing fee
 - Commissions, discounts, or rebates
 - Engineering
- Country of origin
- Name of employee of the exporter who has knowledge of transaction
- Terms of Sale
- Purchase Order
- Free of charge items MUST have a value for customs purposes only