

CUSTOMS INVOICE REQUIREMENTS CHECKLIST

In accordance with 19 CFR 141.86, the following information must appear on all commercial invoices submitted for clearance of imported merchandise by U.S. Customs & Border Protection.

- Complete name and address of the manufacturer.
- Time, place, and names of the buyer and seller.
- Port of U.S. entry.
- Detailed description of the merchandise in English. Generic descriptions are not sufficient.
- Quantities in metric weights and measures, pieces, net and gross weights. If a classification requires bottle size, plate size, etc., this information must appear on the face of the invoice.
- Purchase price of each item in currency of sale.
- Kind of currency (U.S. Dollars, Japanese Yen).
- Any other charges not included in the price of the goods such as:

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|---------------------|--|
| _____ Freight | _____ Dies, molds, tools and other assists |
| _____ Insurance | _____ Engineering |
| _____ Packing Costs | _____ Material supplied at less-than-fair market value or free |
| _____ Testing Costs | _____ Commissions |
| _____ Other | |

- All rebates, drawbacks, and bounties granted upon the exportation of merchandise.
- Country of Origin.
- Discounts.
- Name of responsible employee of the exporter who has knowledge or who can obtain knowledge of the transaction.

(Company Name) Additional Requirements

- Terms of Sale.

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|----------------|---------------|
| _____ C&F, CFR | _____ ExWorks |
| _____ CIF | _____ FOB |
| _____ DDU | _____ FCA |
| _____ DDP | _____ Other |
- (Company Name) Purchase Order Number.
- All "free of charge" items must have a commercial value listed for customs purposes.

