

INVOICE CHECKLIST



Preparing and submitting correct and complete commercial invoices to the customs authorities plays an important role in ensuring a fast, efficient and trouble-free world trade. Errors and omissions can result in delays in transit, extra costs, withholding or confiscating products with all its consequences.

Use the checklist below and make sure that you always provide the following information on your commercial invoices, regardless of the origin and destination of the goods.

- » Name, address, EORI and VAT number of the exporter and importer
- » Article number
- » Number of pieces
- » Description of the goods (including Customs commodity code)
- » Gross and net weight (may also be mentioned on a packing list)
- » Type of packaging (box, pallet, bottle, etc.)
- » Currencies of the invoice
- » Price per item and total price of the invoice
- » Incoterm and place
- » Invoice number and date
- » Country of origin of the goods