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What is a commercial invoice?

This is a document used in foreign trade. It is used as a customs declaration provided by a person or corporation that is exporting an item across international borders. It is used in the transport of shipment or cargo between one or more countries.

Information to be provided:

Although there is on standard format, this document must include some pieces of information.

â€¢ Details about what is being transported.

â€¢ Value of the products being transported.

â€¢ From where they are being transported.

â€¢ Where the products are headed for.

â€¢ Names of the businesses and parties involved in the transportation.

â€¢ Fees or dues necessary or paid according to tariff laws regulating transportation between two countries.

Commercial Invoice Template:

A commercial invoice template is used by a commercial business to create an invoice for their customers that includes all necessary information to ensure that goods and products are passing between countries legally and that all necessary dues on them have been paid. Many companies will make a template for this document which can be easily filled out, while some shipping companies also provide a blank commercial invoice template for use by its customers. This is usually printed on the companyâ€™s stationary or letterhead to indicate that the company issued an official document.

Other Information Required:

This will also include a field for invoice numbers to be used internally by the sender and the receiver. The weight of the cargo and the number of items being shipped should also be included in the invoice. Along with this the value of the items being shipped, any dues paid on them for international transport and insurance value of the items are also necessary. A description of the items and any tax information required for proper record keeping is required. It will also have a field stating that the information is accurate and a place for an authorized individual to sign for responsibility of that statement.

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For more information on a business invoice template, check out the info available online at http://www.zoho.com/invoice/invoice-template.html

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