

EXPLANATION COMMERCIAL INVOICE

PLEASE NOTE!

- A commercial invoice must be filled out for **all** international shipments outside the EU
- The sender is responsible for all data on the commercial invoice
- PriParcel cannot provide HS codes any other information needed
- Shipments without a commercial invoice will not be picked-up by the carrier
- Delay in shipment due to missing invoice may result in a storage fee charged by PriParcel
- Sender is responsible to comply with all duty regulations

Sender Address	
Company Name	
Contact	
Address 1	
Address 2	
Zipcode	
Town	
Country	
Telephone	
Email	

Invoice Information	
Invoice Number	
Shipping Date	
Consignment Number	
PO Number	
Currency	
Reason for Export	Sale
Sender VAT Number	
Sender EORI Number	
Receiver VAT Number	
Receiver EORI Number	

Receiver Address	
Company Name	
Contact	
Address 1	
Address 2	
Zipcode	
Town	
Country	
Telephone	
Email	

Delivery Address (if different from receiver)	
Company Name	
Contact	
Address 1	
Address 2	
Zipcode	
Town	
Country	
Telephone	
Email	

Total Colli:		Package(s)
		Pallet(s)
Total Weight Shipment(KG):		
Incoterms:	DAP (Delivery at Place)	

Description of Goods	Quantity of Units	Unit Weight(KG)	Unit Value

HS Code	Country of Origin	Total Unit Weight(KG)	Total Unit Value

The exporter of the products covered by this document declares that, except where otherwise clearly indicated, these products are of origin

Additional Information

Total Shipment Value	
Discount	
Subtotal	
Shipping costs	
Insurance costs	
Other costs	
Total declared value	

Declaration
I declare that the content of this invoice is true and correct

Name and Signature	Company and Job title	Date

The following information is required on the invoice:

	Mandatory to be filled in by the PriParcel Account Holder
	Mandatory to be filled in by the PriParcel Account Holder if applicable
	Will be filled in by PriParcel

Sender Address	
Company Name	If applicable YOUR company name (=NOT PRIPARCEL!!)
Contact	Account holders name (YOUR NAME)
Address 1	AMBACHTSWEG 85
Address 2	
Zipcode	2641KW
Town	PIJNACKER
Country	The Netherlands
Telephone	070-2210460
Email	Your email address

Receiver Address	
Company Name	Place here the details from the default parcel shipping address. This needs to be the same address as on the shipping label. Telephone and email address are from the recipient.
Contact	
Address 1	
Address 2	
Zipcode	
Town	
Country	
Telephone	
Email	

Invoice Information	
Invoice Number	(if applicable)
Shipping Date	This is stated on the shipping label and will be filled in in by PriParcel
Consignment Number	This is the tracking number stated on the shipping label and will be filled in in by PriParcel
PO Number	(if applicable)
Currency	this is the currency that is kept on the invoice for all amounts that are entered
Reason for Export	indicate here the reason why the shipment is sent to the specified destination country: Sale, Gift, Return, Sample
Sender VAT Number	(if applicable)
Sender EORI Number	(if applicable)
Receiver VAT Number	(if applicable)
Receiver EORI Number	(if applicable)

Delivery Address (If different from receiver)	
Company Name	If the delivery address is different than specified under "Receiver Address", enter the following information under "Delivery Address":
Contact	
Address 1	
Address 2	
Zipcode	
Town	
Country	
Telephone	
Email	

Total Colli	Here you indicate how many packages are sent and will be filled in by PriParcel
Total Weight Shipment(KG):	Here you indicate the total weight of your shipment in kilos (filled in by PriParcel).
Incoterms	Incoterms, here you indicate who is responsible for the payment of import duties and VAT that is calculated by customs: DAP(Delivery at Place): This indicates that the recipient is responsible for the payment of import duties and VAT. DDP(Delivery Duty Paid): ATTENTION! PRIPARCEL DOES NOT HANDLE DDP SHIPMENTS

Description of Goods	here you specify the description of the products that will be sent in the shipment
Quantity of Units	here you indicate the number of products that are shipped in the shipment
Unit Weight(KG)	here you indicate the weight per product that is shipped in the shipment
Unit Value	here you indicate the value per product that is shipped in the shipment

HS Code	Here you indicate the commodity code that includes the product you specified. You can find this via this link: https://tarief.douane.nl/arctictariff-public-web/#!/taric/nomenclature/sbt IF REASON FOR EXPORT = SALE/RETURN/SAMPLE A HS CODE IS MANDATORY
Country of Origin	here you indicate the country of origin where the product is made
Total Unit Weight(KG),	here you indicate the total weight of the specified product
Total Unit Value	here you indicate the total value of the specified product

The exporter of the products covered by this document declares that, except where otherwise clearly indicated, these products are of origin.

(Here you indicate the country of origin for products for which this is not specifically indicated on the invoice)

Total Shipment Value	Here you indicate the total value of the shipment
Discount	Enter the discounts here, if applicable
Subtotal	State your total value minus the discount
Shipping costs	Here you indicate the transport costs if this applies to the recipient
Insurance costs	Here you state the insurance costs if this applies to the recipient
Other costs	Here you indicate the other costs if this applies to the recipient
Total declared Value	Here you indicate the total of the above mentioned values and costs minus the discount

Signature

Here you, as the sender, put your name and signature, along with your company name and the job title at the mentioned company and the date of signing.