

Commercial Invoice Requirements

Please ensure that Barrington Freight is provided with a full commercial invoice from the exporter with ALL of the information below – we will need this in place prior to arranging collection.

- Commercial invoices **MUST** be on headed paper
- Full name and address of seller (exporter)
- VAT number and EORI number
- Full name and address of buyer (importer of record)
- Buyer's (importer of record) EORI number
- Full name and address of delivery point (if different to the buyer/importer of record)
- Date of invoice
- Terms of shipment
- Email address, contact number of importer of record/buyer
- Country of origin
- Separate line on the invoice for each commodity/HS code showing the following:
 - Clear description of goods in layman's terms
 - Quantity (inner packaging)
 - HS/Commodity code (10 digit for import / 8 digit for export)
 - Total NET weight
 - Value *This MUST be shown for each commodity code separately*
- Overall package info - no of pieces, dims and total gross weight
- Currency – cannot use symbols (£ or \$ or €, for example) and must show full currency code such as GBP / USD / EUR
- Rules of Origin declaration – the below statement needs to be amended to include your EORI number and the country of origin:
 - The exporter of the products covered by this document (EORI:) declares that, except where otherwise clearly indicated, these products are of ____*____ preferential origin.
- The invoice must be signed, with date and name of signatory

The invoice should then be emailed to operations@barringtonfreight.co.uk for approval.

Please note invoices stating a value of £0 (ZERO) will not be accepted. Any goods being moved as samples etc, should clearly be marked as such. The invoice should state value for clearance purposes only and a true value shown.