

## **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](mailto: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.**