

Sample Invoice/Proforma



THE PACKAGING COMPANY

BELFAST ROAD
BANBRIDGE
CO DOWN
UK

028*****
Packing*****@*****
*****.com

BILLED TO
THE PACKAGING COMPANY
OCONNELL STREET
DUBLIN 1
IRELAND

Invoice No #125460
Date: 01.01.2019

COMMENTS AND SPECIAL INSTRUCTIONS

PO Number	12346
Shipping Method	Road
Cert of Origin	N/A
Additional Paperwork (E.g. Safety Certificates, Export Licences etc.)	N/A
Incoterm	EXW
VAT number	
Order Number	
Invoice Currency	STG
Exchange Rate (If Required)	
Payment Terms	E.g.: on receipt or 30 days from date of invoice

QUANTITY	DESCRIPTION	Commodity Code	UNIT PRICE	TOTAL - STG £	EURO	NOTES
25	Carrier Bags	3923210000	£500	£12,500.00	€14,487.71	
		Value Build Up Costs Section on the Import Declaration	Transport Cost and Other	£582.39	€675.00	See note a
			Subtotal - Value before Duty & VAT	£13,082.39	€15,162.71	See note b
			Duty – This example calculates at 6.5%	£848.39	€983.30	See note c
		Incoterm, Terms of Trade EXW	Shipping and Handling	£0.00	£0.00	See note d
			Subtotal - Value Before VAT	£13,930.78	€31,308.73	
		UK/ROI , In this example NO VAT has been included at point of entry	VAT	£0.00	€0.00	See note e
		Value Build Up Costs Section on the Import Declaration	Commission	-£30.20	-€35.00	See note f
			Invoice Total	£13,900.58	€16,111.01	

NOTES

- a) In this example, Transport, Insurance and other - entered in euro (€550, €25, €100)
- b) Note - Statistical Value €15,162.71 on the Import Declaration and how it is worked out. This is (goods value €14487.71 + other Value costs) IE is price of the goods and Value Build Up Costs. In this example this is the Transport Cost and Other (excludes commission of €35 as this is not a component cost in the makeup of the actual customs value)
- c) In this example duty rate is 6.5% charged from EURO equivalent €15127.71 (price of goods + Value Buildup of (€550, €25, €100 - €35)). Duty is calculated after additional Value Build up costs (less the commission which is not a direct cost) have been added.
- d) No charge included here due to the incoterm. Ex works means the goods likely have been collected at the importers factory or site by the purchaser (therefore the purchase is paying for carriage and delivery).
- e) VAT is calculated at this point. This includes the cost of the goods, and the figures input in the Value Add Category. Note commission €35 is included for the purposes of VAT calculation. If there was VAT charged in this instance it would be charged on £12500, £582.39, £30.20 + £848.39
- f) In this example, the commission is entered in euro in the Value Build up section - BOX 44

Sample Packing List



THE PACKAGING COMPANY

BELFAST ROAD
 BANBRIDGE
 CO DOWN
 UK

028*****
 Packing*****@*****
 *****.com

BILLED TO
 THE PACKAGING COMPANY
 OCONNELL STREET
 DUBLIN 1
 IRELAND

NO OF PALLETS	ITEM # COMMODITY CODE	DESCRIPTION	GROSS WEIGHT KG	NET WEIGHT KG	PACKS	ORDER QTY	SHIP QTY
1	3923210000	CARRIER BAGS	736.84	692	n/a	1	100
2	3923210000	CARRIER BAGS	736.84	692	n/a	1	100
3	3923210000	CARRIER BAGS	736.84	692	n/a	1	100
4	3923210000	CARRIER BAGS	736.84	692	n/a	1	100
5	3923210000	CARRIER BAGS	736.84	692	n/a	1	100
6	3923210000	CARRIER BAGS	736.84	692	n/a	1	100
7	3923210000	CARRIER BAGS	736.84	692	n/a	1	100
8	3923210000	CARRIER BAGS	736.84	692	n/a	1	100
9	3923210000	CARRIER BAGS	736.84	692	n/a	1	100
10	3923210000	CARRIER BAGS	736.84	692	n/a	1	100
11-25.	3923210000	CARRIER BAGS	11052.6	10380	n/a	15	1500
	[42]	TOTAL	18421	17300	0	25	2500

COMMENTS:

Backordered items will ship as they become available

Pallet Weight Total 20kg per pallet

Sample Shipping Instructions for Freight Forwarder



THE PACKAGING COMPANY

BELFAST ROAD
BANBRIDGE
CO DOWN
UK

028*****
Packing*****@*****
*****.com

BILLED TO
THE PACKAGING COMPANY
OCONNELL STREET
DUBLIN 1

INFORMATION REQUIRED

Freight Forwarder	FF Northern Ireland
Weight	9555
Number of Pallets	25
Value of Shipment	
Special Temperature Instructions	0
Mode of Transport	Sea
Order Number	1444556
Other Detail	N/A