

1. Sender details		2. Invoice details	
Company		Invoice number (optional)	
Address line 1		Shipping date	
Address line 2		Shipping number	
Postcode	City	Currency code	
Country		Reason for export	
Sender name		Sender VAT-number / EORI number	
Telephone number		Receiver VAT-number	
Email address		Terms of sale (Incoterms)	

3. Receiver details		4. Delivery details - if different from consignee	
Company / Person		Company	
Address line 1		Address line 1	
Address line 2		Address line 2	
Postcode	City	Postcode	City
Country		Country	
Receiver name		Receiver name	
Telephone number		Telephone number	
Email address		Email address	

5. Description of goods	Quantity	Unit weight (kg)	Unit value	HS code	Location of origin	Total weight (kg)	Total value

6. Number of packages in shipment	Total shipment values	Discount	Subtotal	Shipping cost	Insurance cost	Other cost	Total declared value

7. No charge. Value for customs purposes only		
Name and signature	Company and job title	Date

8. Additional information
E.g. hazardous details, EORI number, ECCN number, etc.