



# Books Across Borders

## Sample Commercial Invoice

Prepared by Stephen Long  
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**SAMPLE COMMERCIAL INVOICE**

<b>From:</b> Business Name Address 1 Address 2 Address 3 Postcode  VAT Number: EORI Number:	<b>Bill To:</b> Business Name Address 1 Address 2 Address 3 Postcode	<b>Deliver To:</b> Business Name Address 1 Address 2 Address 3 Postcode  VAT Number: EORI Number:	<b>Additional Information:</b> Invoice Date/ Tax Point: Invoice Number: Delivery Note Number: Page: Customer Account Number: Customer Contact: Payment Terms: Currency: Due Date:
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Line #	Order Ref	Quantity	ISBN13	Title/ Author	Ed	COM	COO	Retail Price	% Disc	Unit Cost	VAT	Total

For full terms and conditions, please refer to \_\_\_\_\_. For invoice queries, please contact: \_\_\_\_\_.  
 Company Registration Details: \_\_\_\_\_.  
 Payment Information:  
 Shipper:

<b>Goods</b>	
<b>Sundries</b>	
<b>VAT</b>	
<b>Total</b>	



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Summary Page						
Commodity Code (COM) Grand Total	INCOTERMS: ---	Commodity Code #	Net Weight	Quantity	Value	
BK (Books)		49019900	xxx.xx	yyy	zzz.zz	
Country of Origin Code (COO) Totals			Net Weight	Quantity	Value	
GB (Great Britain)			xx.xx	yy	zz.zz	
CN (China)			xx.xx	yy	zz.zz	
US (United States)			xx.xx	yy	zz.zz	
		TOTAL				
						Goods
						Sundries
						VAT
						Total

Where the commodity code requirements are more complex than the one code for books, such as for journals, stationery, origami or children’s interactive products, the template on the next page shows how to summarise...



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Summary Page							
Commodity Code	Country of Origin	Description	Quantity	Value	Weight		

**INCOTERMS: ---**

<b>Total Goods</b>	£--.--
<b>Sundries</b>	£--.--
<b>VAT</b>	£--.--
<b>Total Value</b>	£--.--

