



TRILLIUM
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INSTRUCTIONS FOR COMPLETING THE COMMERCIAL INVOICE

The Commercial Invoice is the primary document required by customs officials in international locations. If you use your own corporate invoice form, it must contain the following information:

ALL REQUESTED INFORMATION MUST BE SUPPLIED and the goods being shipped must be described in full as follows:

MARKS/NOS.	Any identifying marks or number used on packaging
NO. OF PKGS.	Total number of packages described on each line
TYPE OF PACKAGING	Type of packaging being used, i.e., roll, tube, carton
FULL DESCRIPTION OF GOODS	Complete details of the item(s) being shipped, including name, part number, serial numbers, and H.S. numbers, if available

THE FOLLOWING GUIDELINES APPLY TO SPECIFIC CATEGORIES OF SHIPMENTS:

On items being shipped for repair. Use model (or part) name and serial numbers if available. Describe the part accurately and the reason for shipment (e.g., "used steel fly wheel for lathe returned for repair").

On parts of machinery or equipment. Write in specific part name and part numbers for every different part. Describe each part in simple language (e.g., "fuel pump Model D-Serial Number 811256 for ABC 3-ton truck Model 7").

On nontextile samples. Fully describe each sample and purpose (e.g., "seven assorted and differently colored samples of plastic laminate described in contract bid. Not for resale.").

All textiles. (Includes finished goods, bolts of cloth, samples or swatches.) Textiles **MUST** be described completely, including composition of fabric, type of assembly, and identity of user and ornamentation, if any (e.g., "Lady's short sleeved 100% cotton sewn blouse with pearl buttons, Man's knitted 100% wool sweater, Girl's long sleeved 65% polyester/35% cotton crocheted sweater, knitted fabric swatch dyed 65% cotton/35% rayon 12 inches X 12 inches, Woven fabric sample bleached 100% cotton 7 yards X 45 inches").

QTY.	Quantity of items described on each line
UNIT OF MEASURE	Lb, kg, pieces, sets, pairs, yards
WEIGHT	Weight of items described on each line
UNIT OF MEASURE	\$ Value of each unit
TOTAL VALUE	\$ Value of items described on each line
TOTAL INVOICE VALUE	\$ Value of all items listed on the invoice

FOR FURTHER INFORMATION OR ASSISTANCE, CALL CUSTOMER SERVICE AT 905-629-9505.