

# Caribbean Community (CARICOM) Invoice

## SPECIMEN INVOICE (recommended format)

SELLER (Name, full address, country)		INVOICE DATE AND NO.	CUSTOMER'S ORDER NO.		
		OTHER REFERENCES			
CONSIGNEE (Name, full address, country)		BUYER (IF OTHER THAN CONSIGNEE):			
		PRESENTING BANK:			
		COUNTRY OF ORIGIN OF GOODS:			
PORT OF LADING		TERMS AND CONDITIONS OF DELIVERY AND PAYMENT			
COUNTRY OF FINAL DESTINATION:		SHIP/AIR/ETC.			
OTHER TRANSPORT INFORMATION:		CURRENCY OF SALE			
MARKS AND NUMBERS OF GOODS		DESCRIPTION	GROSS WEIGHT kg	CUBE m <sup>3</sup>	
NO & KIND SPECIFICATION OF COMMODITIES OF PKGS (IN CODE AND/OR IN FULL)		NET WEIGHT	QUANTITY	UNIT PRICE	AMOUNT
IT IS HEREBY CERTIFIED THAT THIS INVOICE SHOWS THE ACTUAL PRICE OF THE GOODS DESCRIBED, THAT NO OTHER INVOICE HAS BEEN OR WILL BE ISSUED AND THAT ALL PARTICULARS ARE TRUE AND CORRECT.		PACKING			
		FREIGHT			
		OTHER COSTS (SPECIFY)			
		INSURANCE			
SIGNATURE AND STATUS OF AUTHORISED PERSON		TOTAL INVOICE AMOUNT			

## **INFORMATION REQUIRED IN COMMERCIAL INVOICE**

**SELLER** (NAME, FULL ADDRESS, COUNTRY)

**CONSIGNEE** (NAME, FULL ADDRESS, COUNTRY)  
Precise and detailed information should be provided

**PORT OF LADING**  
The port or place of loading of the goods in the country of export should be given.

**COUNTRY OF FINAL DESTINATION**  
The country where the goods will enter into consumption should be stated here.

**SHIP/AIR/ETC.**  
Identification of the means of transport and the inclusion of the name of the vessel or air carrier are required.

**OTHER TRANSPORTATION INFORMATION**  
Other relevant transport data including transshipment arrangements should be stated.

**INVOICE DATE AND NO.**  
The exporter's reference number and the date of preparation of the invoice are required.

**CUSTOMER'S ORDER NO.**  
The reference number given by the buyer in his order should be stated here.

**OTHER REFERENCES**  
The information to be given here may include references to the pro forma invoice and the confirmation of the order.

**BUYER (IF OTHER THAN CONSIGNEE)**  
The name and address of the buyer where he is not also the consignee, as in the case where a buying agent is used, should be shown here.

**PRESENTING BANK**  
The name of the bank handling the transaction must be given.

**COUNTRY OF ORIGIN OF THE GOODS**  
The last country in which significant production or manufacture of the goods took place should be stated. The carrying out of minimal working on the goods in a country, for example, changing the packing, sorting or grading, would not change the country of origin.

**TERMS AND CONDITIONS OF DELIVERY AND PAYMENT**  
An accurate description of the terms of payment and delivery should be given.

**CURRENCY OF SALE**  
The currency used on the invoice should be stated here.

**MARKS AND NUMBERS**  
The marking and numbers used on the outside packages should be quoted.

**DESCRIPTION OF GOODS**  
A general description of the contents of the packages should be given.

**GROSS WEIGHT, kg**  
The gross weight should be stated in kilograms.

**CUBE, m<sup>3</sup>**  
The cubic measurement of the outer packages should be stated in cubic metres.

**NO. AND KIND OF PACKAGES**

The number of outer packages and their type should be given.

**SPECIFICATION OF COMMODITIES (IN CODE AND/OR IN FULL)**

Each item should be identified in sufficient detail to allow for its recognition and for its correct classification under the Customs Tariff

**NET WEIGHT, kg**

The net weight of the contents of the packages should be shown in kilograms.

**QUANTITY**

The quantity of each commodity should be given, preferably in the unit in which it is priced.

**UNIT PRICE**

The unit price of each commodity in the currency quoted in the column headed "Amount" should be shown.

**AMOUNT**

The gross value of each commodity should be quoted. Discounts granted should be shown in this column.

**PACKING, FREIGHT, OTHER COSTS (SPECIFIC), INSURANCE**

These charges should be shown in as detailed a manner as possible.

**TOTAL INVOICE AMOUNT**

A grand total of the amount chargeable on the invoice should be included.

**CERTIFICATION, SIGNATURE**

The declaration should be signed by the seller or by someone in a position to attest to the accuracy of the information on the invoice.

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