

# U.S. Customs Invoice

## COMBINATION: INVOICE - DECLARATION BY FOREIGN SHIPPER

FOR CUSTOMS CLEARANCE BY



## INVOICE

For U.S. Customs clearance send documents to:  
[USImports@livingstonintl.com](mailto:USImports@livingstonintl.com)  
 or by fax to 1-877-548-7277

For customs status updates 24/7:  
 track online at [www.livingstontracker.com](http://www.livingstontracker.com)  
 or call us at 1-866-548-7277

<b>SHIPMENT REFERENCE:</b>				<b>SHIPMENT CONTROL #:</b>			
EXPORTER, SELLER <b>1</b>				PRODUCER OF GOODS (IF DIFFERENT THAN EXPORTER) <b>2</b>			
SHIPPED TO, CONSIGNEE <b>3</b>				BUYER (IF DIFFERENT THAN CONSIGNEE) <b>4</b>			
PARTIES TO THIS TRANSACTION ARE <input type="checkbox"/> RELATED <input type="checkbox"/> NOT RELATED		COUNTRY OF FINAL DEST. (IF OTHER THAN U.S.A.) <b>6</b>		INVOICE DATE <b>8</b>		DATE OF SALE <b>9</b>	
U.S. DUTY / BROKERAGE FOR ACCOUNT OF: <input type="checkbox"/> EXPORTER <input type="checkbox"/> SHIP TO, CONSIGNEE <input type="checkbox"/> OTHER (specify) _____				DISCOUNTS <b>10</b>		PORT OF ENTRY:	
LIVINGSTON ACCOUNT NUMBER: <b>7</b> <span style="border: 1px solid black; padding: 2px;">456789</span>				TERMS OF SALE			
				CURRENCY OF SALE <input type="checkbox"/> U.S. <input type="checkbox"/> CANADIAN <input type="checkbox"/> OTHER (specify) <b>11</b>			
MARKS AND NUMBERS		NUMBERS AND KIND OF PACKAGES <b>12</b>		SHIPPING WEIGHT <b>13</b>		FREIGHT AMOUNT INCLUDED <b>14</b>	
						FREIGHT AMOUNT TO BORDER <b>15</b>	
COUNTRY OF ORIGIN <b>16</b>	DESCRIPTION OF GOODS <b>17</b>			TEN DIGIT H.T.S. NUMBER	UNIT QTY. <b>18</b>	UNIT PRICE <b>19</b>	INVOICE TOTAL <b>20</b>
				<b>INVOICE TOTAL</b>			
				ABOVE PRICES INCLUDE <input type="checkbox"/> DUTY <input type="checkbox"/> BROKERAGE <input type="checkbox"/> FREIGHT			
<b>DECLARATION BY FOREIGN SHIPPER (To be completed only when the goods described above are of U.S. origin and their value exceeds \$500.00)</b> I <b>21</b> declare that the articles herein specified are to the best of my knowledge and belief, the growth, produce or manufacture of the United States: That they were exported from the United States from the port of _____ on or about _____ that they are returned without having been advanced in value or improved in condition by any process of manufacture or other means. Any shipment that contains U.S. goods returned valued over \$2,500 should have a manufacturer's affidavit attached to this invoice.							
SHIPPER <small>To the best of the knowledge and belief of the preparer this invoice is true and complete and discloses the true prices, values, quantities, rebates, drawbacks, fees, commissions, royalties and any goods or services provided to the seller either free or at a reduced cost.</small>		SIGNATURE PREPARER (IF OTHER THAN EXPORTER) <b>22</b>		DATE SIGNED NAME OF RESPONSIBLE EMPLOYEE OF EXPORTER <b>23</b>			

# U.S. Customs Invoice fields

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- 1 **Exporter, Seller** - Indicate the complete legal name and address and country of the seller.

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  - 2 **Producer of Goods (if different than exporter)** - If the exporter/seller is not the manufacturer, provide the full legal name, address, and country of the manufacturer of the goods.

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  - 3 **Shipped to Consignee** - This is the 'ship to' location. If this party is also the buyer of the goods, their IRS number must be included.

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  - 4 **Buyer (if other than consignee)** - If the goods are being purchased by a party other than the consignee, provide the full and legal name, address and IRS number of the buyer. The IRS number is a mandatory requirement for this field if the buyer is located in the U.S.

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  - 5 **Related / Not Related** - Note whether the Seller and Buyer relationship is 'related' or 'not related'.

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  - 6 **Country of Final Destination (if other than U.S.A)** - Indicate the country of final destination, if other than the U.S.

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  - 7 **U.S. Duty** - Indicate the party responsible for the duty and brokerage fees. Be sure to mark the appropriate box to ensure proper billing.

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  - 8 **Invoice Date** - Include the commercial invoice number and date.

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  - 9 **Date of Sale** - Indicate the sale date.

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  - 10 **Discounts** - Indicate the percentage and type of discounts, if applicable.

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  - 11 **Currency of Sale** - Mandatory field, indicating the currency of sale.

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  - 12 **Numbers and Kind of Packages** - Self-explanatory.

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  - 13 **Shipping Weight** - Indicate the gross shipping weight in kilograms or pounds.

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  - 14 **Freight Amount Included** - Show the total freight amount that was included in the price. Do not include the amounts that will be billed separately to the buyer.

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  - 15 **Freight Amount to Border** - Provide the estimated cost of Canadian inland freight – this is the freight cost to the U.S. border.

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  - 16 **Country of Origin** - Indicate the country of origin for each item. Show the country where the goods were grown, produced, or last subjected to a substantial process of manufacture. If the country of origin is Canada, the Canadian province where the goods were grown, produced or last subjected to a substantial process of manufacture must also be shown.
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**17** **Description of Goods** - Provide a detailed description for each item, and indicate the 10-digit HTS numbers. For the description, include the function of the item, the materials it's made of, the grade or quality, etc.

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**18** **Unit Quantity** - Indicate the quantity in weights and measures for each item.

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**19** **Unit Price** - Show the unit price for each item. If the goods were not sold, show the purchase price for which they will be sold.

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**20** **Invoice Total** - Indicate the total price of each item and show the total invoice price in the currency of purchase/sale.

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**21** **Declaration by Foreign Shipper** - Complete if the goods are produced or manufactured in the U.S. and their value exceeds \$500. For goods exceeding \$2,500 USD in value, that have not been advanced in value or improved in condition while they were outside the U.S., attach a manufacturer's affidavit to the invoice.

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**22** **Preparer (if other than exporter)** - If the form has been completed by someone other than the Seller or Exporter, provide the name and title of the preparer.

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**23** **Name of Responsible Employee of Exporter** - Properly prepared invoices will show true origin, quantities, prices and values of goods shipped. The invoice must be signed by a person who has knowledge, or who can readily obtain knowledge, of this transaction.

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**IMPORTANT:** To ensure that your invoices are processed against the correct Livingston account, your U.S. Commercial Invoice should include your six-digit account number in the indicated field on the form.

Please see **field 7** in the U.S customs invoice example above.