

How to Complete the Commercial Invoice

Please reference the sample Commercial Invoice & Packing List included.

- (A) **Shipper:**
Enter your company name and shipping address.
- (B) **Consignee:**
Enter your company name, booth number and information as shown.
- (C) **Tax ID #:**
Your Company EIN or Federal Tax ID number.
- (D) **Case #:**
Indicate piece number, for example Box 1 of 4.
- (E) **Dimensions:**
Note the dimensions of each piece in inches.
- (F) **Weight:**
Estimate the weight of each piece in kilos or pounds.
- (G) **Description of Goods:**
Indicate the contents of each box. In the case of computers or other electronic equipment, indicate the Serial No: and any other pertinent licensing information on the back of the product. (see CI example Case #4)
- (H) **Country of Manufacturing:**
Indicate the country where the goods were manufactured.
- (I) **Quantity:**
Indicate the quantity of each item in the case.
- (J) **Total Value:**
Indicate the total value of the items in each case in US Dollars. The value indicated should be the fair market value of the goods based on age and relation to the value of similar products.
- (K) **Remarks:**
Indicate a "P" if the goods will remain in US at the close of the event.
Indicate a "T" if the goods will be returning to origin at the close of the event.



COMMERCIAL INVOICE & PACKING LIST

Shipper:

TAX ID#:



www.eaxww.com ~ info@eaxww.com
Phone: 619-668-1565 Fax: 619-668-9078

Consignee: Booth:

Company:

Event: 70th AACC Annual Scientific Meeting & Clinical Lab Expo
McCormick Place
2301 S. Lakeshore Drive
Chicago, IL 60616

CASE #	DIMENSIONS L X W X H Indicate cm or inches	WEIGHT Indicate kilos or pounds	DESCRIPTION OF GOODS (IN ENGLISH) Include Serial, Model, and FC Number Textiles, include detail fabric and/or if knit or woven	COUNTRY OF MANUFACTURING	QUANTITY	TOTAL VALUE	REMARKS		
							T	P	G

REMARKS
T = Temporary Entry
P = Permanent Entry
G = Give Away Items

GRAND TOTAL: USD

Authorized Signature of Shipper/Agent: _____
Date: _____

COMMERCIAL INVOICE & PACKING LIST

(A)

Shipper:
 Your Company
 Street Address
 City, State, Zip Code

(C) **TAX ID #:**



info@eaxww.com ~ www.eaxww.com
 Phone: 619-668-1565 Fax: 619-668-9078

(B)

Consignee:
 Company: _____ Booth: _____
 Event: _____

70th AACC Annual Scientific Meeting & Clinical Lab Expo
 McCormick Place
 2301 S. Lakeshore Drive
 Chicago, IL 60616

CASE # (D)	DIMENSIONS (E) L X W X H Indicate cm or inches	WEIGHT (F) Indicate kilos or pounds	DESCRIPTION OF GOODS (G) Include Serial, Model, and FC Number Textiles, include detail fabric and/or if knit or woven	COUNTRY (H) OF MANUFACTURING	QUANTITY (I)	TOTAL VALUE (J)	REMARKS (K)	
							P	T
1	48 x 48 x 48 inches	275 lbs.	Booth panels, graphics and hardware	USA	3	\$600.00		X
2	12 x 12 x 12 inches	45 lbs.	Literature	USA	300	\$25.00	X	
3	24 x 24 x 24 inches	50 lbs.	Logo'd Rubber Stress Balls	USA	200	\$75.00	X	
4	25 x 15 x 7	20 lbs	Toshiba Laptop Satelite L505-S6946 Serial No: 79260675Q FCC CAN: 001-320421 Z218 "This class B digital apparatus complies with Canadian ICES-003"	CHINA	1	\$350.00		X
<h1 style="color: red; font-size: 4em;">SAMPLE</h1>								
						1,050.00	USD	

REMARKS

P = Permanent Entry
 T = Temporary Entry

Authorized Signature of Shipper/Agent: _____

_____ Your Signature _____

Date: _____

_____ Ship Date _____