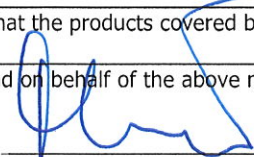


Please use TAB

Commercial	<input checked="" type="checkbox"/>	Proforma	<input type="checkbox"/>			
1) Date of Invoice		30.04.2019		2) Consignment No.		
3) Shipper's Name		Culinary Concepts Limited		9) Receiver's Name		Jeremy Garrod
4) Shipper's Address		39c Lancaster Way Business Park, Ely Cambs CB6 3NW United Kingdom		10) Receiver's Address		La Vieille Maison La Rue du Vieux Moulin Trinity JE3 5FD Jersey
5) Contact Name		Neil Corke		11) Contact Name		Jeremy Garrod
6) Contact Number		0203 637 2890		12) Contact Number		01534 869211
7) Shipper's EORI No		926008440000		13) Receiver's VAT /PID / EORI No.		N/a
8) FDA Registration No.		N/a				
14) No. of Pieces		1		15) Total Weight		1kg
16) Commodity Code	17) Full Description of Goods	18) No. of items	19) Unit Value	20) Total Value	21) Country of Manufacture	
74181090	24cm Copper Lid	1	46.88	46.88	Belgium	
22) Total Value GBP						
23) Reason for Export		SALE SAMPLE GIFT				
24) Terms of Delivery		DAP				
25) I declare that the above information is true and correct and to the best of my knowledge. The exporter of the products covered by this document, declares that, except where otherwise clearly indicated, these products are of <u>EU/ Belgium</u> preferential origin						
I declare that the products covered by this document are not subject to any export or import prohibitions & restrictions						
26) For and on behalf of the above named company:-						
Signature: 		Print Name: <u>Neil Corke</u>				
Date: <u>30.04.2019</u>		Position in Company: <u>74181090</u>				

### **When to supply an invoice**

If you send shipments through the DPD Express or DPD Classic network to a non-EU destination you will need to supply Customs paperwork in the form of a Proforma or Commercial Invoice in order to clear your shipment through Customs at its destination.

Invoices are not required for EU countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain or Sweden.

You need 5 copies of an invoice for each consignment, each with an original signature.

### **Preparing an invoice**

Firstly, the invoice must state whether it is a "proforma invoice" or "commercial invoice":

A proforma invoice is to be used for consignments that are being supplied to the consignee free of charge

A commercial invoice is to be used for consignments which are being sold to the consignee

1. The date of collection
2. The DPD/Interlink consignment number
3. Your company name
4. Your company address and country
5. Your contact name
6. Your telephone number
7. Your EORI (Economic Operator Registration & Identification) Number. This replaced the TURN in July 2009. All businesses involved in International export or import require an EORI  
Any enquiries regarding EORI's should be directed to HM Revenue & Customs:  
[iori.customs&intl@hmrc.gsi.gov.uk](mailto:iori.customs&intl@hmrc.gsi.gov.uk) or visit their website:  
[http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal?\\_nfpb=true&\\_pageLabel=pageImport\\_ShowContent&id=HMCE\\_PROD1\\_028598&propertyType=document](http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal?_nfpb=true&_pageLabel=pageImport_ShowContent&id=HMCE_PROD1_028598&propertyType=document)
8. Certain commodities exported to the USA require the sender to register with the FDA in USA. These commodities include cosmetics, pharmaceutical products, non-perishable food items. Refer to [www.fda.gov](http://www.fda.gov) for further information. A copy of the Prior Notice must be attached to the invoice before export.
9. The name of the company you are sending your consignment to (the consignee)
10. The address and country of the country of the company you are sending to
11. The contact name at the company you are sending to
12. The telephone number of the company you are sending to
13. The company registration (VAT) number, Personal ID (PID) number or EORI of the customer you are sending to. This required to clear your shipment through Customs and is mandatory for consignments to Norway and Canary Islands.
14. Number of parcels in the consignment
15. Total gross weight of the consignment in kilograms
16. Enter the Customs Commodity Code (Tariff Number) for the item you are sending, insert it in here alongside the description of the goods. The Customs Commodity Code dictates the amount of duty that will be applied by Customs to the goods when they arrive. This is required for export and import customs clearance and ensures the goods are classified accurately and that shipper's customer is not be over-charged in duties. Commodity Codes can be looked up at: <http://www.businesslink.gov.uk/bdotg/action/tariff>
17. Full and accurate description of the goods is essential for Customs and airline security purposes. Poorly described shipments could be detained for further examination by Customs and so delay the delivery of the consignment.
18. Number of items for each description in box 17
19. Unit value of each item in box 17
20. The total of box 18 multiplied by box 19
21. Country of manufacture of your goods – list separate countries, if applicable
22. Total of box 20
23. State the reason for export e.g. sales, samples for review.
24. Terms of delivery – GeoPost UK only accept consignments which are prepaid and the duty/tax is payable by the consignee. This is represented by the universal Incoterm "DAP" - Delivered at Place. For shipments on the DPD Classic service to Norway & Switzerland please used DAP CLEARED
25. Declaration of origin. Certain countries may offer duty relief if an EUR declaration is made or an EUR1 document is supplied with the goods. Consult your local Customs officer for further details. GeoPost UK will not accept consignments which are subject to any export or import prohibitions and restrictions, unless agreed in writing prior to export.
26. Original signature, printed name, position of the person completing the invoice