

CANADA CUSTOMS INVOICE - COMPLETION INSTRUCTIONS

FIELD 1 Vendor name and address.

FIELD 2 Date that the merchandise will be tendered to carrier for export to Canada.

FIELD 3 Sales invoice or sales order number(s).

FIELD 4 Consignee name and address in Canada, and check appropriate related/not related field.

FIELD 5 Complete name and address of the party who will be paying duty and GST to Revenue Canada(ie. Non-Resident Importer).

FIELD 6 "Not applicable".

FIELD 7 Country of origin of merchandise. If more than one country of origin, enter "various".

FIELD 8 Name of the exporting carrier (ie. Road Shark Transportation).

FIELD 9 Terms and conditions of sale [ie. net 30 and selling price includes duty, brokerage, freight and GST (Indicate GST only if the importer is a non-registrant)].

FIELD 10 Currency of settlement (ie. Canadian dollars).

FIELD 11 Number of cartons or packages tendered to the carrier for export to Canada.

FIELD 12 Complete description of the merchandise. If field 7 indicates various countries of origin, each country of origin must be indicated beside the description of goods.

FIELD 13 Quantity of goods shipped.

FIELD 14 Unit price of the goods shipped.

FIELD 15 Total price of the goods shipped by multiplying the unit price by the number of units shipped.

FIELD 16 Gross weight only of the merchandise tendered to the carrier.

FIELD 17 Total of field 15.

FIELD 18 If commercial invoice will be attached, indicate commercial invoice number.

FIELD 19 Exporter name and address if other than vendor.

FIELD 20 Name of individual, company name and address of the party who completed invoice.

FIELD 21 Indicate file number of Customs ruling if applicable.

FIELD 22 Check box if fields 23 to 25 are to be left blank.

FIELD 23 If prepaid freight is included in the selling price of merchandise indicated in field 15, freight amount must be indicated in field 23 (I). Otherwise, leave blank.

FIELD 24 If applicable, enter freight amount to place of direct shipment to Canada.

FIELD 25 If applicable, check appropriate box, otherwise, leave blank.