U.S. & CANADA Commercial Invoice Checklist

☐ **Vendor Name:** must include address and phone number

☐ **Consignee Name**: must include address and phone number

☐ **Fellowes "ship to" address**

☐ **Exporter's name and address** : if other than vendor

☐ **Invoice No** : must be a unique invoice number for every shipment

☐ **Invoice Date**: should be the date order is shipped

☐ **Country of Export**

☐ **Country of Ultimate Destination**

☐ **Incoterms**: include Incoterms name and place as it appears on Fellowes purchase order

☐ **Payment Terms**: as it appears on Fellowes purchase order

☐ **Mode of transport**

☐ **Fellowes Purchase Order**

☐ **Fellowes Purchase Order Line No**

☐ **Fellowes Part Number**

☐ **Item Description:** must match Fellowes purchase order description

☐ **H.S. Code**: Harmonized Tariff number (first six digit minimum) for each item as specified on Fellowes purchase order

☐ **Country of Origin**: this must be the country of <u>manufactured</u> origin for each item

☐ **Quantity**: must be in Fellowes' unit of measure as stated on purchase order

☐ **Unit of Measure**: must be identical to Fellowes' unit of measure stated on purchase order

☐ **Cartons Shipped**

☐ **Unit Price**: as stated on purchase order, must be in US dollars

☐ **Total Value**: total extended price per line item, must be in US dollars

☐ **Currency (USD)**

☐ **US MID Code:** applicable to US shipments. This is the Manufacturers Identification Code for US Customs purposes. Can be obtained from Fellowes Compliance customs@fellowes.com

☐ **Manufacturer**: Name of the product Manufacturer, if different from Vendor and Exporter

☐ **Other Value Additions**: any other applicable charges for the product being shipped, and which are not already included in the price. For example, Assists/Tool costs, Minimum Order Quantity Fees, Minimum Order Amount Fees, Royalties, etc. The dollar value must be included in large font size (twice the standard size) in bold print (if applicable)

☐ **Total Invoice Amount (USD)**

☐ **Authorized Signature**