

## 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. Purolator, Vaughan Xpress, Inc.) as well as the following statement "Customs clearance by 'Name of Forwarder/Broker'". Include Broker's Phone and Fax #'s.
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. Include Harmonized System Classification # for each product.
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.

Retain one copy with your records and send the balance with the shipment affixed to package or attached to the truckers bill of lading in an envelope marked "Canadian Customs Documents"