



# RECOMMENDATIONS FOR PERFECT INVOICE

Prior to shipping, please check with the responsible person if the information in the invoice is indicated as per recommendations below

Company letterhead for invoice is to be used

Invoice number and date

|  |  |   |  |
|--|--|---|--|
| <b>КОММЕРЧЕСКИЙ СЧЕТ / COMMERCIAL INVOICE №</b> _____  |  | <b>Дата/Date:</b> ___ / ___ / 20__  |  |
| <b>ОТ КОГО / SENT BY</b>   |  |   |  |
| Компания/Company Name: _____ / _____   |  |   |  |
| ФИО/ Contact Person: _____ / _____   |  |   |  |
| Контактные данные (тел / почта) / Contact details (phone / email): _____   |  |   |  |
| Юридический адрес/Legal address: _____ индекс, _____ город   |  |   |  |
| Фактический адрес/ Actual address (заполняется, если отличается от юридического / completed if different from legal address): _____ индекс, _____ город, _____ телефон / _____ zip code, _____ city, _____ phone |  |   |  |
| Реквизиты компании/ Company details: _____   |  |   |  |
| Банковские реквизиты/Bank details: _____   |  |   |  |
| р/счет / bank account _____ в/with _____   |  |   |  |
| корр/счет / correspondent account _____  |  |   |  |
| <b>КОМУ / SENT TO</b>  |  | <b>TNT НАКЛАДНАЯ / WAYBILL №</b> _____  |  |
| Компания/Company Name: _____ / _____   |  | Кол-во мест / Number of pieces: _____   |  |
| ФИО/ Contact Person: _____ / _____   |  | Вес Брутто, кг / Gross weight, kg: _____  |  |
| Контактные данные (тел / почта) / Contact details (phone / email): _____   |  | Код товара по ТН ВЭД / HS Code: _____   |  |
| Адрес: _____ индекс / City and Postal Code: _____  |  | Полное описание товара, торговая марка и другие отличительные признаки товара / Full description of goods, trademark and other features of the goods      |  |
| Страна происхождения / Country of Origin: _____  |  | Код товара по ТН ВЭД / HS Code  |  |
| Цель отправки / Purpose of shipping: _____   |  | Unit value of each item and total commercial/non-commercial value of the goods. Zero value is unacceptable and is subject to customs value control        |  |
| Условия поставки (Инкотермс) / Delivery terms (Incoterms): _____   |  | Contract** reference number and date (for contract shipments) and reference to 'Free of charge. No commercial value' (for non-contract/samples shipments) |  |
| Подпись/Signature _____  |  |   |  |

Full sender and receiver details, including contact names, phone numbers and e-mails for notifications

Net/gross weight per item/piece, packaging type (for invoices without separate packing lists)

Full detailed product description for each item/part/unit/set, including reference number (catalogue part number, article, serial number etc) and full model name. Short description is unacceptable, as well as 'samples' or 'gift'

HS code (6 digits is sufficient, as the other 4 digits may vary, due to the country specifics)

Country of origin, manufacturer name and address, trademark (if any) for each product if differs

Unit value of each item and total commercial/non-commercial value of the goods. Zero value is unacceptable and is subject to customs value control

Delivery terms - Incoterms 2010 (with city reference as per term as required). Only EXW, FCA, CPT, DAT, DAP and CIP are accepted\*\*\*

Contract\*\* reference number and date (for contract shipments) and reference to 'Free of charge. No commercial value' (for non-contract/samples shipments)

Signature and seal

We recommend to fill in the invoice in English for the goods, sent to Russia, and in both Russian and English for the goods, sent from Russia.

\* For complex equipment please provide TNT with additional technical data or catalogues with descriptions for correct HS code classification purposes

\*\* Commercial invoices can be used without contract only in cases when they fully meet the obligatory requirements for a contractual deal between two parties

\*\*\* Delivery charges are shown separately (if applicable). Please indicate: for Receiver pays – EXW or FCA terms only, for Sender pays – EXW or FCA terms are unacceptable. Also please note that DDP terms are not applicable in Russia

For additional information please contact TNT at your location or visit [tnt.com](http://tnt.com)