

Channel Islands Invoice

1) Date of Invoice		2) Consignment No.	
3) Shipper's Name		8) Receiver's Name	
4) Shipper's Address		9) Receiver's Address	
5) Contact Name		10) Contact Name	
6) Contact Number		11) Contact Number	
7) Shipper's EORI No		12) No. of Pieces	
		13) Total Weight	

14) Full Description of Goods	15) No. of items	16) Unit Value	17) Total Value
18) Total Value GBP			

19) Reason for Export	
<p>20) 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 _____ preferential origin and are in free circulation between the UK and Channel Islands.</p>	
<p>21) I declare that the products covered by this document are not subject to any export or import prohibitions & restrictions</p>	
<p>22) For and on behalf of the above named company:-</p> <p>Signature: _____ Print Name: _____</p> <p>Date: _____ Position in Company: _____</p>	

**This invoice can only be used for Channel Islands.
For Rest of World, non EU, a Pro-forma or Commercial invoice is required**

When to supply an invoice

To enable us to ship your parcels to the Channel Islands, it is necessary for you to attach the invoice to each parcel in order for us to declare them correctly as part of the export process.

For Jersey, Customs require us to provide additional information for them to calculate the Goods and Services Tax. This is a **legal requirement**.

Without an invoice we will have no choice but to return your parcel. We are sorry for the delay and any inconvenience caused to you and your customer.

Preparing an invoice

1. The date of collection
2. The DPD 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:
eori.customs&intl@hmrc.gsi.gov.uk or visit their website:
http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal?_nfpb=true&_pageLabel=pagelImport_ShowContent&id=HMCE_PROD1_028598&propertyType=document
8. The name of the company you are sending your consignment to (the consignee)
9. The address and country of the country of the company you are sending to
10. The contact name at the company you are sending to
11. The telephone number of the company or individual you are sending to
12. Number of parcels in the consignment
13. Total gross weight of the consignment in kilograms
14. Full and accurate description of the goods is essential for Customs. Poorly described shipments could be detained for further examination by Customs and so delay the delivery of the consignment.
15. Number of items for each description in box 14
16. Unit value of each item in box 14
17. The total of box 15 multiplied by box 16
18. Total of box 16
19. State the reason for export e.g. sales, samples for review, return of a temporary import
20. A declaration is required to show that the items are of preferential origin and are in free circulation between the UK and Channel Islands.
21. GeoPost UK will not accept consignments which are subject to any export or import prohibitions and restrictions, unless agreed in writing prior to export
22. Original signature, printed name, position of the person completing the invoice