

Commercial Invoice (PPTX Structure)

1. Header

Field	Description
Logo	Company Logo (top left or top center)
Document Title	"COMMERCIAL INVOICE"
Invoice Number	Unique Identifier
Date of Issue	Invoice Creation Date

2. Seller & Buyer Details

Exporter/Seller	Consignee/Buyer
Company Name	Company Name
Address	Address
Contact Information	Contact Information

3. Shipment & Payment Information

Field	Description
Country of Origin	Country where goods are produced
Country of Destination	Country where goods are delivered
Port of Loading	Port where goods are shipped from
Port of Discharge	Port where goods are unloaded
Payment Terms	Eg: 30 days, Letter of Credit
Delivery Terms (Incoterms)	Eg: FOB, CIF

4. Goods Description & Pricing Table

No	Description of Goods	HS Code	Quantity	Unit	Unit Price	Total
1	Product Sample A	XXXX.XX	100	Pcs	\$10.00	\$1,000.00
2	Product Sample B	YYYY.YY	50	Pcs	\$18.00	\$900.00
Total Amount						\$1,900.00

5. Additional Details

Field	Description
Declaration	Statement of authenticity, required by customs

Authorized Signature

Name, position, and signature of the responsible person

Important Notes

- A Commercial Invoice is a key document for international trade and customs clearance.
- All information must be accurate and match shipping documents.
- Ensure calculation of total value and currency is correct.
- Include HS codes and correct Incoterms to avoid shipment delays.
- Sign and date the invoice, as unsigned documents may be rejected by customs.