Export Invoice

1.

Name of Addressee:	
Company:	
Address:	
City:	State:
Country:	Postal Code/Zip:
Phone:	Fax:

2.

NZ Post Consignment Note Number

Airway Bill Number (NZ Post to complete):

3.

Total Weight(kg):

4.

Customs Client Code:

5. Full Description of Goods	**6.** Harmonised Customs Tariff (if known)	**7.** Country of Origin	**8.** Number of items	**9.** Unit Value NZ$	**10.** Total Value NZ$
	Total Number of Items:				
			Total Invoice Value: NZ$		

11.

Name and Address of Sender:	
	Phone No:
	Fax No:

12.

Reason for Export:

13.

I certify that the above information is correct and that in so far as any part of this consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the IATA Dangerous Goods Regulations.

Name (Print):	Signature of Sender:
Date:	

Do not enclose cash in this package.

Export Invoice

An export invoice must be attached for all items, other than documents, sent by

Express service OR sent as a commercial transaction. This is a compulsory Customs requirement. Failure to comply may result in a delay, seizure or refusal of your package by Customs officials.

If you are a business customer, use the export invoice template (provided by NZ Post) to complete the information and print the export invoice on your company letterhead.

To complete the export invoice please provide the following information:

1. Full name, address and phone/fax number of the addressee.
2. Complete the consignment note number (Airway Bill number for official use only).
3. Total weight of the package.
4. Customs client code recommended for all items over NZ$1000.
5. A detailed description of each item contained in your package (including numbers or markings e.g. serial markings on machines). If you are sending a video tape, state the title and contents.
6. If known, the harmonised tariff code(s) of the contents (six digits).
7. The country of origin of each item in your package.
8. The number of items in your package.
9. The value of each item in your package (zero values and No Commercial Value (NCV) are not permitted).
10. The total value of your package (zero values and NCV are not permitted).
11. Full name, address, and phone/fax number of the sender.
12. Sender declaration – please state the reason for export of your package (gift, merchandise, product sample).
13. Your signature and the date.

Note: NZ Post cannot carry certain IATA classified dangerous goods.

Retain a copy of the export invoice for your records.

Place the completed export invoice behind the consignment note in the adhesive plastic pouch provided by NZ Post.

If you are a manufacturer or exporter, you may be asked by the destination Customs authorities to provide a Manufacturer Declaration or a Certificate of Origin if you wish to make a claim for preferential tariff treatment under an applicable Free Trade Agreements. For more information visit customs.govt.nz/business/export or speak to a customs broker.