COMMERCIAL INVOICE

EDITABLE US IMPORT PREPARATION TEMPLATE

General merchandise information, not an official CBP form. Confirm classification, valuation and commodity-specific requirements with the importer or broker.

Invoice / sale record	Shipment / delivery record
Invoice: [number] Invoice date: [date] Sale date / place: [date and place] Purchase order: [reference]	Ship date: [date] US port of entry: [confirmed port] Delivery term / named place / version: [contract] Carrier / reference: [if known]
Seller / foreign invoicing party	Buyer / importer / consignee
[Legal name and full foreign address] [Contact details] [Manufacturer if different]	[Legal name and full address] [Contact details] [Consignee if different]

MERCHANDISE

Description / marks	Origin / HTS	Quantity / unit	Unit price USD	Line value USD
[Material, use, grade, style, product name and package marks]	[Origin] [8-digit US HTS]	[qty / unit]	[price]	[value]

Attach extra item lines where needed. State quantity units, transaction currency, origin and HTS for each line. Do not use a zero value for a free sample without reviewing valuation.

CHARGES AND TOTAL

Charge / amount (USD)	Treatment / supporting record
Goods: [amount]	Sum of merchandise line values
Freight: [amount]	Separately stated; confirm whether included in price
Insurance: [amount]	Separately stated; confirm whether included in price
Packing / containers: [amount or included statement]	Identify packing rather than silently omitting it
Invoice total / currency: [amount and currency]	Not automatically the customs value or total landed cost

INVOICE ATTACHMENT

Attachment to invoice [number]

Additional disclosure	Details
Selling commissions / royalties / other charges	[Amounts, currency and inclusion in invoice price]
Rebates / drawbacks / bounties	[Itemize by name and amount]
Buyer-provided assists	[Identify tools, molds, materials, engineering or other assists]
Package / weight information	[Marks, package count, contents, net and gross weights with units]
Purpose / transaction	[Sale / other purpose; state transaction currency]
Responsible party / preparation	[Name, role, contact, preparation date; signature if required]

PREPARATION CHECK

[ ] Line totals agree [ ] Origin checked [ ] HTS reviewed [ ] Charges itemized; [ ] Assists disclosed [ ] Package marks match [ ] Carrier / broker requirements checked

Regulatory scope: 19 CFR 141.86 lists general invoice information. 19 CFR 142.6 specifies entry-release information including the eight-digit HTS subheading. 19 CFR 141.89 can impose commodity-specific information. This general template does not decide whether your shipment qualifies for an invoice exception.

Primary source links checked 19 Nov 2026:

19 CFR 141.86 - general contents

19 CFR 142.6 - entry-release information

19 CFR 141.89 - commodity-specific additions

Keep the invoice, its attachment and supporting sale / freight records together. Remove fictional example data before using the blank template.