

Sign the top copy of this form and place all three copies in the pouch with the air waybill. Commercial Invoice

1. Global Express Guaranteed® Air Waybill Number				8. Commercial Shipments Only *					
				a. Invoice Date		b. Invoice Number		c. Customer Order Number	
2a. SHIPPER Name				9a. BUYER Name					
b. Address (No., street, apt./ste./PO box no.)				b. Address (No., street, apt./ste./PO box no.)					
c. City		d. State	e. ZIP Code®	f. Country	c. City		d. State	e. Postal Code	f. Country
3a. RECIPIENT Name				g. Tax ID Number Or EIN (If applicable)					
b. Address (No., street, apt./ste./PO box no.)				10. Terms and Conditions of Delivery and Payment					
c. City		d. State	e. Postal Code (If applicable)					f. Country	
g. Tax ID Number or EIN (If applicable)									
4. Country of Ultimate Destination		5. Exporting Carrier FedEx							
6. Total Number of Packages 1		7. Total Gross Weight _____ lb. _____ oz.							

11. Full Description of Each Item/Product in Shipment	12. Country of Manufacture	13. Quantity and Unit of Measure	14. Unit Value	15. Currency Type and Amount
These commodities, technologies, or software were exported from the United States of America in accordance with the Export Administration regulations. Diversion contrary to U.S. law is prohibited. It is hereby certified that this invoice shows: (1) the actual price of the goods described, (2) that no other invoice has been or will be issued, and (3) that all particulars are true and correct.		17. Currency Type and Total Amount		
		18. Packing Cost		
16a. Name of Authorized Person		b. Date	19. Postage/Shipping Charges	
c. Location (City and state)		20. Insurance Cost		
d. Signature of shipper		21. Total Invoice Value (Add lines 17-21)		

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How to Complete a Commercial Invoice for Global Express Guaranteed Shipments

1. Enter the GXG Air Waybill number.
 - 2a—f. Enter the shipper's full name, complete address, and country.
 - 3a—g. Enter the recipient's full name, complete address, country, and tax ID, (i.e., GST, VAT, RFC) or EIN number (if applicable or known by the shipper). The customer must provide this information.
 4. Enter country of ultimate destination. State the country whether the goods are destined to the same country as the recipient or to a country other than the country of the recipient.
 5. Self-explanatory.
 6. Total number of packages default to 1. (GXG shipments are limited to 1 package per shipment).
 7. Enter the total gross shipment weight.
 8. For commercial shipments, enter invoice date, invoice number, and customer order number (if applicable).
* The Commercial Shipments Only section is completed by business customers .
 9. Enter the buyer's full name, complete address, country, and tax ID (i.e., GST, VAT, RFC) or EIN number.
 10. For commercial shipments, enter the terms and conditions of delivery and payment.
 11. Enter a full description of EACH item in the shipment (e.g., 100% wool sweater).
 12. Enter the country of manufacture of EACH item in the shipment (e.g., Ireland).
 13. Enter the quantity and unit of measurement for EACH item in the shipment (e.g., 2 dozen).
 14. Enter EACH item's unit/per piece value (e.g., \$336/dozen).
 15. Enter the total amount and currency type (e.g., US \$772). This should equal the number of units indicated in the unit of measure field, multiplied by the unit value amount (fields 13 x 14).
 - 16a—d. Written name, date, location, and signature of the person completing this commercial invoice.
 17. Enter the total currency type and total amount from column 15.
 18. Enter any packing costs, including packaging.
 19. Enter the GXG postage/shipping charges.
 20. Enter any insurance premium paid to insure the shipment.
 21. Enter the sum of the total amount, packing cost, postage/shipping cost, and insurance cost. This should be the same as the declared value for customs on the GXG Air Waybill.
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