

Export Invoice

1.

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

2.

NZ Post Consignment Note Number

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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.

Please complete this section if the item is being sent to Australia and you are a manufacturer or exporter.

I declare that:

- a) the last process in the manufacture of the goods described below was performed in NEW ZEALAND:

AND

- b) Not less than 50% of factory or works cost is represented by the sum of the value of materials, manufacturing wages, factory overhead expenses and the cost of inside containers of New Zealand or of Australia and New Zealand.

Name:	Signature:
Position:	Company:

12.

Name and Address of Sender:

Phone No:

Fax No:

13.

Reason for Export

14.

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: _____	

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. Exporter declaration – only required for packages sent to Australia by manufacturers and exporters.
12. Full name, address, and phone/fax number of the sender.
13. Sender declaration – please state the reason for export of your package (gift, merchandise, product sample).
14. 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.