Example Customs Invoice/Commercial Invoice

(On Shippers Letterhead)

DATE:

To Whom It May Concern,

This shipment contains (insert description of goods). These goods are to be used for laboratory testing only. These goods are not for resale, and have a commercial value of (price).

Airway Bill #(enter consignment note number)

Contents

- Full scientific name
- Volume
- Number of items
- ID#
- Origin (human or synthetic, plant, animal)
- Country of Origin

From

- Full shipper’s name
- Full Address & Department
- Phone: Fax: (include country codes)

To

Queensland Institute of Medical Research
300 Herston Road
Herston, Queensland
Australia 4006
Phone: +61 7 3362 0365

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Authorised
Title, Department