



Connecting the Indian Ocean Territories to the World

## **Export Compliant Invoice Requirements:**

**For shipments with a value greater than AUD \$1999.99**

The mandatory information required to be on your "Legal Document" \*\* as below:

The document must contain the following information:

1. Detailed description (this is for us to classify your goods)
2. A Customs value (eg recommended retail price without discounts)
3. Incoterms <http://en.wikipedia.org/wiki/Incoterms>
4. Invoice terms (eg COD, Paid in Full, 30 Days)
5. Country of manufacture (if Australia we require State)
6. Currency code (eg USD, GBP, AUD)
7. The net weight of each line item

Please email to Heather [compliance@freightshop.com.au](mailto:compliance@freightshop.com.au)

For special situations such as personal effects, second-hand goods or goods that will be returning to Australia please contact Freightshop for instructions

(08)9477 6088 ext 1.

\*\* A Legal Document according to Customs is either an Invoice from a sales transaction or a Pro Forma invoice. A template for a Pro Forma invoice can be found here.

<https://www.freightshop.com.au/wp-content/uploads/2017/08/Commercial-Invoice-Template.pdf>