

# PRINTED MATTER

## *Basic Documentary Requirements For Customs Entry*

**COMMERCIAL INVOICE** The Invoice must contain many data elements of information needed to inform Customs of the details of the transaction between you and the seller. General information required to be on the Invoice is as follows:

- Full name and address of the seller and the consignee aka buyer of the goods
- Terms of sale with the currency used and exchange rate
- The country of origin of the goods and the language used on the Invoice must be English
- Articles must be described in terms sufficient to allow a layman to determine what the articles are
- Quantities of each of the articles must be declared along with the unit values and extended values.
- Weights and measures of the articles are required if they are necessary to ascertain duties or Quota issues.
- Discounts must be clearly shown.
- Include all charges, including International freight, foreign inland freight, insurance, commission, assists and cost of packing must indicated and noted as to whether or not they are part of the invoice value.
- Finally, the name of a responsible employee of the exporter, who has knowledge of or can readily obtain knowledge of the transaction, should be shown on the invoice document.

**PACKING LIST** Each invoice must state in adequate detail what merchandise is contained in each individual package; Marks and numbers of all of the cartons, pallets, drums, etc. in the shipment, as well as the measurements and the gross and tare weights of each item.

**BILL OF LADING** This document or any other documents that provide evidence of your right to make entry to Customs. Generally a Bill of Lading or Air Way bill sufficient to show right to obtain Customs release of your shipment. The Bill of Lading should indicate the Customhouse Broker (and Phone number) so that they may be notified upon arrival of the freight at the port. We suggest that your Ocean shipments move under Waybills or Cargo receipts to avoid certain delays caused by Steamship hold on your shipment. Special note on your Airfreight shipments: You should insist that the AWB and HAWB show you as the consignee. Avoid having a bank, shipper or 'To Order' consignee.

**Printed matter:** *(classifiable in Chapter 49)*

Heading 4901- Whether the books are: dictionaries, encyclopedias, textbooks, bound newspapers or journals or periodicals, directories, bibles or other prayer books, technical, scientific or professional books, art or pictorial books, or "other" books. And if "other" books, whether hardbound or paperbound. And if "other" books are paperbound; the number of pages (excluding covers)

Heading 4902- Whether the journal or periodical appears at least four times a week. If the journal or periodical appears other than at least four times a week, whether it is a newspaper supplement printed by a gravure process, is it a newspaper, business or professional journal or periodical, or other than these;

Heading 4904- Whether the printed or manuscript music is sheet music, not bound (except by stapling or folding);

Heading 4905- Whether globes or not. If not whether in book form or not. And whether or not in relief;

Heading 4908- Whether or not vitrifiable;

Heading 4904- Whether post cards, greeting cards, or other;

Heading 4910- Whether printed on paper by a lithographic process. If so, the thickness of the paper, in mm;

Subheading 4911.91- Whether or not printed over 20 years at time of importation;

If printed not over 20 years at time of importation, whether suitable for use in the production of articles of heading 4901. If not, whether the merchandise is lithographs on paper or paperboard and the thickness of the paper or paperboard, and whether or not posters.

In any case, whether or not photographic negatives or positives on transparent bases;