



## CUSTOMER CHECK LIST FOR DOCUMENTATION (U.S. CLEARANCE)

### **Required information on a commercial invoice or Proforma:**

1. Shipper – name and address.
2. Consignee name, address & IRS#.
3. Currency of Invoice.
4. Number and kind of packages.
5. Gross weight.
6. Country of Manufacture or growth.
7. Commodity description.
8. Customs Harmonized Number.
9. Quantity.
10. Unit price.
11. Total price.
12. Importer of record and or their account#.
13. Party responsible for Duty & Brokerage.

### **FDA cargo:**

The following items need to be listed on your invoice, or an attachment:

1. Shipper company name, address & FDA Registration number - if shipper manufactures, processes, packs or holds food.
2. Manufacturer/Grower company name, address & FDA Registration Name AND Number if different than the shipper.
3. FDA Product Code Number.
4. Brand Name of product if different from the Invoice description.
5. Customs Harmonized Number.
6. Country of Manufacture/Production.
7. IRS Number for the Buyer.

### **Registration of Food Facilities:**

<http://www.fda.gov/food/guidanceregulation/foodfacilityregistration/default.htm>

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