



HVORDAN FYLLE UT FAKTUA – EN ETT-MINUTTS GUIDE

HOW TO FILL OUT THE INVOICE – A ONE MINUTE GUIDE, for english version see page 2

Når man sender varer internasjonalt til en utstilling, må det alltid følge med faktura.

Dersom du ikke har en kommersiell faktura, kan du bruke en proforma faktura.

Bruk separate fakturaer på varer som skal importeres permanent og midlertidig – varene kan forøvrig pakkes sammen.

Alle varer som skal selges, forbrukes eller gis bort er å regne for permanent import.

All permanent import belastes med 25% moms. For mat, drikke og klær kan også andre avgifter tilkomme.

En faktura skal alltid inneholde følgende informasjon:

- Avsenders navn og adresse
- Mottaker / utstillers navn og adresse
- Navn på utstilling og standnummer
- Antall kolli
- Volum
- Vekt
- Verdi på hver vare, og total verdi på sendingen
- Beskrivelse av, og antall av hver vare
- Valuta
- Transportbetingelser

Dersom du følger disse instruksjonene, vil risikoen for forsinkelser reduseres.

PS! Se fakturaeksempel side 3.



HOW TO FILL OUT THE INVOICE – A ONE MINUTE GUIDE

When shipping to exhibitions, the shipment must always be followed by an invoice.

If you do not have a commercial invoice, you may use a pro-forma invoice.

Please use separate invoices for temporary and permanent shipments – goods may be packed together.

Any goods to be sold, consumed or given away, is to be considered as a permanent shipment.

In Norway permanent shipments are subject to 25% VAT. For food, drinks and clothes other taxes may be added.

The invoice should always contain the following information:

- Shippers name and address
- Consignee / exhibitors name and address
- Name of exhibition and booth number
- Number of collies
- Volume
- Weight
- Value of each item, and total value of shipment
- Currency
- Shipping terms
- Description and quantity of each item

Following the instructions will reduce the risk of delayed delivery!

PS! Sample invoice page 3.

COMBINED PROFORMA INVOICE AND PACKINGLIST



SHIPPER	CONSIGNEE	DELIVERY ADDRESS
UK Shipping Co. Ltd 25 Harbour Road 1WY 2K Bristol United Kingdom	UK Shipping Co. Ltd 25 Harbour Road 1WY 2K Bristol United Kingdom	Oslo Design Fair, autumn 2017 D04-28 Norges Varemesse Messeveien 14 NO-2004 Lillestrøm

NO OF CLL.	<input type="text" value="2"/>	TOTAL CBM	<input type="text" value="1,5"/>	TOTAL VALUE:	<input type="text" value="2870"/>	SHIPPINGTERMS: DDU	<input checked="" type="checkbox"/>	
TYPE OF EXPORT	Temporary	<input checked="" type="checkbox"/>	TOTAL WEIGHT	<input type="text" value="537"/>	CURRENCY:	<input type="text" value="GBP"/>	DDP	<input type="checkbox"/>
	Permanent	<input type="checkbox"/>					EXW	<input type="checkbox"/>

Weight in kg		Description of goods (in english)	HR-code	QTY	Unit value	Gross value
Gross	Net					
400	380	Ballast water pump	84138100	1	2000	2000
30	30	Table	94033009	1	100	100
40	40	Chairs	94017109	4	30	120
20	20	Roll-up	49119110	2	90	180
45	45	Pop-up banner wall	63079080	1	450	450
2	2	Set of stationary	39261000	1	20	20

The goods on this invoice is of EU origin, and only ment for use at the above mentioned exhibition. I certify that the information given is true and correct.

Date 07.04.2017 Signature / Company stamp Page 1 of 1