



CUSTOMS INVOICE

Date: _____ Carrier: _____ AWB#: _____

SHIPPER: **McMaster University**

Name: _____

Department: _____ Bldg: _____ Room: _____

Street Address: _____

Tel: _____ Ext: _____ Internal Account Number _____

RECEIVER: Company Name: _____

Contact: _____

Street Address: _____

Tel: _____ Ext: _____ IRS/EIN#: _____

Number & type of packages: _____

Description & Quantity of goods: _____

Amount of dry ice: _____ (# of kg)

Value & Currency: \$ _____ (Value for Customs purposes only)

Country of Manufacture: _____

Harmonized System Number: _____ B13A Required?: YES NO

Reason for Export/Comments: _____

Circle Applicable: Warranty / Non-Warranty / Repair / Replacement / Modification / Enhancement / Permanent Export / Goods on Loan

Duty and/or brokerage charge for consignee / Parties to this transaction are not related

"I certify this invoice to be true and correct."

Signature

Position

Print Name

Tel/Ext

Generic Customs Invoices

Shippers **must not** prepare their own Customs Invoice if their international shipment (including U.S.) meets **any** of the criteria listed below;

- hazardous substances
- goods have come in contact with hazardous substances
- goods are valued over \$2000.00 (Cdn) and may require an Export Declaration
- goods require an Export Permit for controlled, prohibited and regulated goods. Visit Department of Foreign Affairs and International Trade, Export Controls Division to determine if your goods require an Export Permit.

Shipments falling within the criteria above **must** be processed through the Customs & Traffic office. See Request Form for Shipping Hazardous Goods or Customs Invoice Request Form for Shipping Non-Hazardous Goods. If you are in doubt regarding the validity of preparing the Customs Invoice yourself, please contact Customs & Traffic at extensions 24358 or 23084 for clarification.

If your shipment does not meet any of the above criteria, you may prepare your own Customs Invoice.

1. Be sure to complete **all** fields on the Customs Invoice, but do not sign the paperwork. Remember to enter a value for customs purposes only. A value of \$0.00 or No Commercial Value (NCV) is not acceptable.
2. Make four (4) copies of the Customs Invoice and sign each copy with an original signature. Place all copies in an unsealed envelope labeled "Customs Documents Enclosed" and affix to the outside of the package.
3. If you are temporarily exporting goods for repair or loan, remember to designate all customs charges (box 9b on Fedex air waybill) to the "receiver/recipient".
4. Please fax a completed copy of the Customs Invoice to the Customs & Traffic office (905-529-0433) for proof of export.
5. If your package includes research materials, please contact the Office of Research Contracts and Intellectual Property at ext. 22416 to ensure that an appropriate Material Transfer Agreement (MTA) is in place.
6. As of June 14, 2001, there is a new insurance policy in effect at McMaster. Please visit Environmental & Occupational Health Support Services for more information. If you need to arrange Transit Insurance for your shipment, please contact Environmental & Occupational Health Support Services at ext. 24352.