

**Sign the top copy of this form and place all three copies in the pouch with the air waybill. Commercial Invoice**

1. Global Express Guaranteed® Tracking Number				<b>8. Commercial Shipments Only *</b>					
				a. Invoice Date		b. Invoice Number		c. Customer Order Number	
2a. SHIPPER Name				9a. BUYER Name					
b. Address (No., street, apt./ste./PO box no.)				b. Address (No., street, apt./ste./PO box no.)					
c. City		d. State	e. ZIP Code®	f. Country	c. City		d. State	e. Postal Code	f. Country
3a. RECIPIENT Name				g. Tax ID Number Or EIN (If applicable)					
b. Address (No., street, apt./ste./PO box no.)				10. Terms and Conditions of Delivery and Payment  (The Commercial Shipments Only section, which includes 8, 9, & 10 on the commercial invoice, is completed by business customers only.)					
c. City		d. State	e. Postal Code (If applicable)					f. Country	
g. Tax ID Number or EIN (If applicable)									
4. Country of Ultimate Destination		5. Exporting Carrier <b>FedEx Express</b>							
6. Total Number of Packages <b>1</b>		7. Total Gross Weight _____ lb. _____ oz.							

11. Full Description of Each Item /Product in Shipment	12. Country of Manufacture	13. Quantity and Unit of Measure	14. Unit Value	15. Currency Type and Amount
These commodities, technologies, or software were exported from the United States of America in accordance with the Export Administration regulations. Diversion contrary to U.S. law is prohibited.  It is hereby certified that this invoice shows: (1) the actual price of the goods described, (2) that no other invoice has been or will be issued, and (3) that all particulars are true and correct.				
16a. Name of Authorized Person			17. Currency Type and Total Amount	
b. Date			18. Packing Cost	
c. Location (City and State)			19. Postage/Shipping Charges	
d. Signature of Shipper			20. Insurance Cost	
			21. Total Invoice Value (Add lines 17-20)	

## Instructions for Completing a Commercial Invoice for Global Express Guaranteed Shipments

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**The Commercial Invoice must be completed in English. Three copies must accompany the shipment. Information provided on the Commercial Invoice must match information provided on the GXG Air Waybill/Shipping Invoice (*Shipping Label*).**

1. Enter the GXG Air Waybill number. It is the 10 digit USPS tracking number located on the bottom right corner of the Air Waybill/Shipping Invoice (Shipping Label).
- 2a-f. Enter the shipper's full name, complete address, and country.
- 3a-g. Enter the recipient's full name, complete address, country, and tax ID, (i.e., GST, VAT, RFC) or EIN number (if applicable or known by the shipper). The customer must provide this information.
4. Enter country of ultimate destination. State the country whether the goods are destined to the same country as the recipient or to a country other than the country of the recipient.
5. Exporting carrier is FedEx Express.
6. Total number of packages default to 1. (GXG shipments are limited to 1 package per shipment).
7. Enter the total gross shipment weight.

\*The Commercial Shipments Only section, which includes 8, 9, & 10 on the commercial invoice, is completed by business customers only.

8. For commercial shipments, enter invoice date, invoice number, and customer order number (if applicable).
- 9a-g. Enter the buyer's full name, complete address, country, and tax ID (i.e., GST, VAT, RFC) or EIN number.
10. For commercial shipments, enter the terms and conditions of delivery and payment.
11. Enter a full description of EACH item in the shipment (e.g., 100% wool sweater).
12. Enter the country of manufacture of EACH item in the shipment (e.g., Ireland).
13. Enter the quantity and unit of measure for EACH item in the shipment (e.g., 2 dozen).
14. Enter EACH item's unit/per unit value (e.g., \$336/dozen).
15. Enter the total amount and currency type (e.g., US \$772). This should equal the number of units indicated in the quantity and unit of measure field, multiplied by the unit value amount (fields 13 x 14).
- 16a-d. Written name, date, location, and signature of the person completing this commercial invoice.
17. Enter the total currency type and total amount from column 15.
18. Enter any packing costs, including packaging.
19. Enter the GXG postage/shipping charges.
20. Enter any insurance premium paid to insure the shipment.
21. Enter the sum of the total amount, packing cost, postage/shipping cost, and insurance cost. This should be the same as the declared value for customs on the GXG Air Waybill.

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### Privacy Act Statement:

Your information will be used to fulfill the product or service you requested. Collection is authorized by 39 U.S.C. 401, 403, and 404.

Providing the information is voluntary, but if not provided, we may not process your transaction. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers); and to domestic and international customs pursuant to federal law and agreements. For more information regarding our privacy policy visit us at [usps.com](http://usps.com).