



INSTRUCTIONS ON HOW TO PREPARE A COMMERCIAL INVOICE

The commercial invoice must contain information relating to the sender (*you*), the receiver (*WTAE Ltd*) and the courier. All required information is detailed below.

Sender Information (you the customer).

- Date the shipment was booked.
- Your business name.
- Your business address.
- Name of contact person.
- Contact telephone number.

Receiver Information (Wool Testing Authority Europe Ltd.)

- Business Name: Wool Testing Authority Europe Ltd.
- Business Address: Cibyn Industrial Estate
Caernarfon
Gwynedd
UK
LL55 2BD
- Name of Contact Person: Gavin Jones
- Contact Telephone Number: +44 (0)1286 679097
- Contact Email Address: info@wtaeurope.com
- Our VAT Number: GB 828 1808 15
- Our EORI Number: GB 828180815000
- Our APHA Approval Number: U1343092
- Consignment Contents: Wool Samples
- Reason for Export: Wool samples to be tested

Courier and Parcel Information.

- Name of Carrier e.g. TNT, UPS etc.
- Address of Carrier
- Waybill Number (*sometime called consignment number or reference*)
- Terms of Trade. *Please state "samples"*.
- Number of Pieces (boxes).
- Weight of Consignment
- Dimensions of Consignment
- Commodity Code for Contents; Greasy Wool – 510111000
- Country of Origin.
- Total Value: Please state €1 or £1. DO NOT PUT ZERO.

An example of a commercial invoice is provided for you on our website. Feel free to print this off and use for shipping samples. Please ensure that you add your details and the courier parcel information in the relevant sections otherwise the shipment may experience delays.

Please contact us if you require any assistance.

E: info@wtaeurope.com T: +44 (0)1286 678097