

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 these instructions will reduce the risk of delayed delivery!**

**PS! Sample invoice below**

