EXPORT DOCUMENTS CHECKLIST

Tick each document for this shipment. All names, addresses, descriptions, quantities, values and HS codes must match across documents.

Done	Document	Issued by	When you need it	Notes
[ ]	Proforma invoice	You	Before shipment, to confirm an order or arrange payment	
[ ]	Commercial invoice	You	Every shipment	
[ ]	Packing list	You	Every shipment	
[ ]	Bill of lading, sea waybill or air waybill	The carrier	Every shipment	
[ ]	Export declaration	You or your broker	Every shipment, as your country requires	
[ ]	Certificate of origin	Chamber of commerce or authority	If the buyer or a trade agreement needs it	
[ ]	Export license	A national authority	For controlled goods or restricted destinations	
[ ]	Insurance certificate	The insurer	Under CIF or CIP, or if the buyer asks	
[ ]	Phytosanitary certificate	Plant protection authority	For plants and plant products	
[ ]	Certificate of conformity or analysis	Manufacturer or a body	If the product or buyer requires it	
[ ]	Verified gross mass	You, the shipper	For sea containers, before loading	

CHECK BEFORE YOU SHIP

[ ] Incoterms rule and named place match your quotation.

[ ] Documents required by a letter of credit match its terms exactly.

[ ] You have sent the buyer what it needs to clear import.

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