

CUSTOMS CLEARANCE REQUEST FORM

Company Information			
Company Name			
Street Address	City	State	Zip Code
Phone Number	Email Address	Date Requested	

Shipment Information		
Port of Entry	Description of Goods	Anticipated Arrival Date

Commercial Invoice				
Invoice Number	Invoice Date	Quantity	Unit Price	Total Value

Packing List			
Number of Packages	Package Weight	Total Gross Weight	Package Dimensions

Bill of Lading			
Bill of Lading #	Shipping Line	Vessel/Aircraft Name	Port of Loading

Country of Origin Certificate	
Certificate Number	Country of Origin

Customs Declaration			
HS Code	Customs Value	Import Duty	Tax Information

Importer of Record Information		
Importer Name	Address	EIN/SSN