



# Export License & Documentation

Standard = **an artisan enterprise understands export requirements and obtains licenses and documentation to export.**

## Requirements to EXPORT from your country may include:

- **Export license**
- **Export duties (taxes)**
- **Country of origin certification**
- **Documentation fees**

REQUIREMENTS WILL VARY BY COUNTRY, TYPE OF PRODUCT & CUSTOMER. **Do your research! Ask questions!**

## Requirements to IMPORT into customers' country may include:

- **Commercial Invoice** (*REQUIRED*)
- **Packing List** (*IMPORTANT*)
- **GSP Form A Certificate of Origin**
- **Airway Bill or Bill of Lading**
- **Other certificates:**
- **Lacey Act Certification** (for US market)
- **Certification of fumigation** (for wood and natural materials)

## Two important documents are: Commercial Invoice & Packing List

### COMMERCIAL INVOICE must include:

- ✓ Seller/Exporter name, address, phone and email
- ✓ Buyer name, address, phone and email
- ✓ Country of origin of shipment
- ✓ Quantity of each item
- ✓ FOB price of each item
- ✓ Product description, including material content of product
- ✓ Product code or HTS code (if using)
- ✓ Airway bill or shipping tracking information

\*\* Information should be in the language and currency of the buyer.

\*\* Commercial invoice should be attached to box #1 and sent to buyer at shipment

### PACING LIST must include:

- ✓ Seller/Exporter name, address, phone and email
- ✓ Buyer name, address, phone and email
- ✓ Number of boxes
- ✓ Contents of each box listed separate
- ✓ Weight & dimension of each box

\*\* Boxes should be labeled, ex. #3 of 5 boxes

\*\* Packing list should be attached to box #1

## Activity

1

List the documents, licenses or certification required to export from your country and import into your customers' country.

2

Calculate the associated costs.