**Export of Goods Notification Form**

The freight forwarder may request you to complete a ‘commercial invoice’ which is an administrative form used for customs clearance. The information collected on this form will provide the basis for this.

|  |  |  |
| --- | --- | --- |
| Intended date of export: |  | |
| Customer or recipient of goods (name and address): |  | |
| Purpose for export including any planned use of goods by UoM outside the UK: |  | |
| Is this item to be re-imported subsequently? **Y / N** |  | |
| Commodity code: |  | |
| Description of goods: |  | |
| Value for Customs:  Please confirm the full cost that will be invoiced to the customer (or the true value of the goods if not sold) |  | |
| Do UK Export Controls apply? **Y/N** | For further information, please see:  <http://www.staffnet.manchester.ac.uk/compliance-and-risk/export-controls/> | |
| University of Manchester EORI number: **GB 849 7389 56 000** | | |
| **Contacts (minimum 2)** | Contact 1 | Contact 2 |
| Names |  |  |
| Telephone number: |  |  |
| School or department address: |  |  |
| Email: |  |  |
| **N.B.** Contacts must be available at short notice in the event that goods clearance queries arise | | |
| Any additional comments including:   * Customs procedure code (if known) * Export licence check (where applicable) * Special instructions * Other |  | |