**University of Exeter - 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.

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| Intended date of export: |  | |
| Customer or recipient of goods (name and address): |  | |
| Purpose for export including any planned use of goods by University of Exeter outside the UK: |  | |
| Is this item to be re-imported subsequently? **Y / N** |  | |
| Commodity code: If not known go to  <https://www.trade-tariff.service.gov.uk/sections> |  | |
| Description of goods: |  | |
| Value for Customs:  (Including insurance and freight)  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 go to:  <https://www.gov.uk/guidance/exporting-controlled-goods-after-eu-exit> | |
| University of Exeter EORI number: **GB 142 0477 95 000** | | |
| **Contacts (minimum 2)** | Contact 1 | Contact 2 |
| Names: |  |  |
| Telephone number: |  |  |
| College or Department address: |  |  |

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| 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 | | |