



**SAN JOSÉ STATE
UNIVERSITY**

**COMMERCIAL INVOICE
PROCUREMENT & SUPPORT SERVICES**

Shipping & Receiving – 129 South 10th Street - San José, CA 95192-0048

408-924-1592 - 408-924-1597 (fax)

This form is required for all outgoing shipments outside the USA. Complete all sections and submit along with a completed Shipment Request form. Contact Shipping & Receiving to request pick-up of completed forms, attachments (if any), and items to be shipped.

Required Information:

Date of Exportation: _____	RMA Number (if applicable): _____
Country of Export: _____	Country of Destination: _____
Country of Manufacture: _____	Air Waybill Number: _____
Shipper/Exporter (Origin)	
Sender's Name: _____	Phone Number: _____
Department Name: _____	Extended Zip: _____
Please check all that apply:	
<input type="checkbox"/> No commercial value/promotional material	<input type="checkbox"/> Will be returned to USA
<input type="checkbox"/> Repair	<input type="checkbox"/> Other _____
Consignee (Destination)	
Company Name: _____	Contact Name: _____
Delivery Address: _____	
Country: _____	Zip: _____ Phone Number: _____

Shipment Description:

Quantity:	Unit of Measure:	Detailed Description of Goods:	# of Packages:	Package Type:	Weight:	Unit Value:	Total Value:
Total Number of Packages:				Total Weight:		Total Value:	

Authorization:

<ul style="list-style-type: none"> • <i>These commodities licensed by the U.S. for the ultimate destination _____ diversion contrary to U.S. law prohibited.</i> • <i>I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.</i> • <i>I/we do hereby authorize _____ to execute any additional documents necessary for the export of merchandise described herein on my/our behalf.</i>
Sender's Signature: _____ Shipping Clerk's Signature: _____