

[NAME OF YOUR ART BUSINESS]

Address:

Country:

Phone: (Country Code)

Email: your art business email address

**International
Export / Commission
INVOICE & PACKING SLIP**

Date of Export:		Tax Date of Invoice:	
Export Number:		Vendor / Contact:	
Commodity Code	9701 1000 00	Country of manufacture	
Reason for Export:		Country of Export	
Date of Commission:		Country of Destination	
Name of Client:		Value of Export (for Customs Purposes)	
SHIP TO:		IMPORTER – name	
		IMPORTER – address	
State / Zip Code		State / Zip Code	
Country		Country	

Consignment no.	Title / Description of Artwork Media and support	Width (matted)	Height (matted)	HEIGHT artwork	WIDTH artwork	Quantity	Value £
	[TITLE OF ARTWORK] <i>[Description of Artwork]</i> <i>Media: [description of media]</i> <i>Support: [description of support]</i>						
						Shipping	
						Tax	
						TOTAL DUE	
Weight of commodities:							
Type of packaging:							
COMMISSION TERMS AND CONDITIONS:							
Payment	Payment due 50% on agreement of commission and 50% on completion of the commission. Shipping occurs after payment is received.						
Copyright	Copyright and Reproduction Rights Reserved to the Artist. No copying.						

PLEASE CONFIRM WHEN THE ARTWORK HAS BEEN RECEIVED

If you have any queries or concerns, please contact [artist name]

By phone: [insert telephone number] or via email: [insert email address]