

# Invoice

An invoice is **required**, quotes do not meet CBSA requirement

**Company**  
**Company Address**  
**City, State**  
**Zip Code**  
**Country**  
[Companyemail@company.com](mailto:Companyemail@company.com)  
**1-(123)-456-7890**

**Full address for shipper**

## Bill to:

**University Purchaser name**  
**University Purchaser Department**  
University of Windsor  
401 Sunset Ave.  
Windsor On, N8B3P4  
Canada

**Purchaser name** must be listed 1st  
**Department** 2nd  
**Building** 3rd

Both the **country of origin** (shipped from) *and* **country of manufacturer** (made in)

The technical/brand name *is not sufficient*, add **simplified description** for CBSA for duty classification

**Invoice:**12345  
**Purchase order:**12345  
**Date**

Description	Country of Origin/ Manufacturer	Price	Quantity	Amount
Between two kingdoms (book)	USA/USA	\$25	10	\$250
2-Propanol, propyl, isopropyl 50 L (alcohol)	USA/USA	\$100	1	\$100
Radiator Overflow H (rubber tubing)	USA/China	\$15	3	\$45

Itemized price

Quantity

Itemized price  
X  
Quantity

Subtotal: \$395.00

Tax: \$23.70

Quantity  
X  
Itemized price  
+  
Tax

**Balance: \$418.70 CAD**

Currency

● Request shipper list if item is for **research or teaching** purposes on the invoice, to meet CBSA requirements for **reduction** in fees.

● **All items**, even if a return, sample, or no charge **require a value**.

● Request shipper list on invoice if item is **perishable**.

● An **ingredient list** is **required** for **any food** items for humans or animals.