

Outbound Pro-forma Shipping Invoice

Date:

EORI number: GB625768411000

Consignor details

Name
Address

Telephone
Email

Consignee details: The International Print Biennale

Name: c/o Parker Harris Partnership
Address: 15 Church Street, Esher. Surrey KT10 8QS. United Kingdom

Telephone: +441372 462190
Email: Ciara@parkerharris.co.uk

Goods for SALE or RETURN (artwork for sale)*

or

Goods for TEMPORARY EXHIBITION (artwork not for sale)*

Artist Name	Title (Artwork)	Medium	Value £	Harmonised Code	CPC Code

Signature

Print Name

Date

* delete where applicable

ONLY COMPLETE IF YOUR WORK IS COMING FROM OUTSIDE THE EU

Original Works of Art Statement for Duty Free Entry

I, _____, do hereby declare that I am the producer, seller, shipper or importer of certain works of art, namely _____ covered by the annexed invoice dated _____; that any sculptures or statuary included in that invoice are the original works or models or one of the first twelve castings, replicas, or reproductions made from the sculptor's original work or model; and that any etchings, engravings, woodcuts, lithographs, or prints made by other hand-transfer processes included in that invoice were printed by hand from hand-etched, hand-drawn, or hand-engraved plated, stones, or blocks.

Signature: _____

Date: _____

(19 CFR 10.48(b))

HELP FILLING OUT YOUR FORMS:

Pro forma Shipping Invoice Notes:

1. Please enter your details (name/address etc) in the section **Consignor details**
2. Please choose and delete either, **Goods for Sale or Return** or **Goods for Temporary Exhibition** depending if your artwork is for sale or not.
3. Fill in artist details, title of work, medium and value (whether for sale or not)
4. The **Harmonised Code** and **CPC Code** are as follows:

Harmonised Codes

9701 0000	Paintings
9702 0000	Prints/Lithographs
9703 0000	Sculpture

Customs procedure codes CPC

Please leave blank (if artwork is not for sale)

Outside Europe: 4000200 (brings into free circulation)

Within Europe: 1000001 (denotes already in free circulation)

6. Please provide 3 copies of all the required forms, **1** set to include in the pocket on the **outside** of the package, **1** set for the courier company and **1** to be held for your records
7. For works being imported outside the EU, in addition to the pro-forma shipping invoice please fill in the Original Works of Art Statement for Duty Free.

Customs Declaration Form (which your courier will provide)

8. A Customs declaration form must accompany your work. Please note that the value must match on all inbound and outbound documents.
9. If you want to insure for loss and/or damage, enter DECLARED VALUE otherwise leave blank.
10. Ensure the box entitled 'Bill taxes and duties to recipient' is not ticked.
11. Please note, Parker Harris is the consignee and that delivery is to an address other than that of Parker Harris registered office.

IF YOU STILL NEED HELP PLEASE CONTACT US:

EMAIL: ipb@parkerharris.co.uk TEL: +44 (0)1372 462190