

PACKING LIST

Four details turn it from a list into a document: the invoice it refers to, the number and type of packages, what each package contains, and the container details. Everything else is there for the people loading and unloading.

HEADER

Shipper	Company name, full address, VAT number, EORI number.
Consignee	Company name and full address.
Commercial invoice number	The first of the four details a packing list must show. Without it, the document isn't tied to anything.
Packing list date	
Country of destination	
Carrier or freight forwarder	
Shipment number	
Container details	Fill in if the goods travel in a container.
Pallet type and count	EUR or other.

PACKAGES

Package no.	Description of goods	HS code	Origin	Qty/pkg	Net weight (kg)	Gross weight (kg)	Dimensions (cm)	Batch

TOTALS

Total packages	
Total net weight	
Total gross weight	

The description of the goods must match the invoice word for word. Vague or inaccurate descriptions are among the most common reasons for customs delays, and carriers recommend using the same description on every shipping document.

SIGNATURE

Place and date	
Signature	

Free template produced by Itria. It does not reproduce any official form or private standard. Each field explained, and how a packing list differs from the Italian DDT (transport document): itria.io/en/packing-list-modello