



reddot award
communication design

Information Sheet for Pro Forma Invoices

What is a pro forma invoice?

A pro forma invoice is used to declare the value of your shipment's content. Related to the Red Dot Design Award, the pro forma invoice is used for shipments containing items that are not being bought or sold, such as **exhibition samples**. However, it is necessary to attach a pro forma invoice to your shipment because customs clearance requires the value of the content for export declaration. Please do **not** send your project with a commercial invoice, which is only intended for goods that are sold and bought.

What do I have to fill in the pro forma invoice?

Most of the fields are self-explanatory (Shipper, Shipping Date, Country of Origin, No. of Pieces, Weight), others are already filled in by us (Consignee, Currency).

Please provide special attention to the field **Value for Customs Purpose**. For most of the items we receive for the award (like charts, packaging design samples, posters), a value between EUR 20 and EUR 50 should be sufficient. For calculating the value of your project, please consider the **replacement value**, not the value of intellectual property or the value of the working hours invested. Please consider a reasonable, comprehensible value for your shipment in order to get it quickly through the customs office.

Special attention should also be directed to the field **Full Description of Goods**. We already have filled in „Exhibition samples“. Please add a detailed description of the content (for instance: 1 x book, 3 x poster, 1 x T-Shirt).

Will there be any problems when my packaging design contains food, liquids, etc.?

You should not send us any food which is made of animal products, like meat, milk, eggs, etc., neither should you send fruits/vegetables or anything perishable. If you send us alcohol, cigarettes or medicine, please consider your local export regulations and keep it in low quantities. In general, we recommend the shipment of packagings which are empty or stuffed with filling material (like paper). Please add this detail in the field Full Description of Goods, for instance: 1 x honey packaging (empty), or: 1 x medical packaging (filled with dummies).

How do I utilise the pro forma invoice and the delievery note?

Please print and sign the documents and attach them **with four additional copies of each document** to the outside of your shipment, packed in protective bags which can be opened by the customs office. It is important that the pro forma invoice is visible for shippers and customs offices without opening the package, so please choose a transparent bag like this one:



What does 'Delivered Duty Paid - DDP' mean?

Your shipment must be sent as Delivered Duty Paid shipment. This means that you are obliged to pay for the total costs associated with transporting. This includes paying for shipping costs, export and import duties, insurance and any other expenses incurred during shipping of the goods. DDP is a type of delivery agreement that puts all of the risks and charges with the sender of the goods until delivery is made in Germany. Please consult your shipper for more information and ask for DDP shipment.

What is Red Dot's EORI number?

Our EORI number is DE5574838. You can get further information on this topic online from the customs office at <http://www.zoll.de>

I'm afraid that my shipment is still in the customs office. What should I do?

At first, please consult your courier/messenger using your **tracking number**. Only the shipper can access the information of the whereabouts of your shipment. We are happy to help you with any issues concerning the customs office, but first of all, we need you to inquire about your shipment yourself.

Pro Forma Invoice

Shipper (<i>Versender</i>)	Consignee – Name and Adress (<i>Empfänger – Name und Adresse</i>) Red Dot GmbH & Co. KG Red Dot Award: Communication Design Red Dot judging hall Witzlebenstrasse 14 45472 Mülheim an der Ruhr GERMANY EORI: DE5574838
------------------------------	--

Shipping Date (<i>Versanddatum</i>)	Country of Origin (<i>Herkunftsland</i>)
---------------------------------------	--

Number of Pieces (<i>Anzahl Packstücke</i>)	Weight kg (<i>Gewicht kg</i>)
---	---------------------------------

Value for Customs Purpose (<i>Wert für Zollzwecke</i>)	Currency (<i>Währung</i>) EUR
--	--

Full Description of Goods (<i>Vollständige Inhaltsbeschreibung</i>) Exhibition Samples
--

<p>We certify, that this shipment has no commercial value and is not for resale. The content is not pornographic. We declare that the above information is true and correct to the best of our knowledge.</p> <p><i>(Wir bestätigen, dass diese Sendung keinen kommerziellen Wert hat und nicht zum Verkauf bestimmt ist. Der Inhalt ist nicht pornografisch. Wir erklären hiermit, dass alle Angaben der Wahrheit entsprechen und nach bestem Wissen gemacht wurden.)</i></p>
--

Date (<i>Datum</i>)	Signature (<i>Unterschrift</i>)	Company stamp (<i>Firmenstempel</i>)
-----------------------	-----------------------------------	--

Delivery Note (Lieferschein)

Shipper (Versender):

Date (Datum):

Project (Projekt): Red Dot Award: Communication Design 2018

Full Description of Goods (Vollständige Inhaltsbeschreibung):