



reddot award
brands & communication design

Information Sheet for Pro Forma Invoice

Why do I need to attach a pro forma invoice?

A pro forma invoice is used to declare the value of a 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**. It is necessary to attach a pro forma invoice to your shipment due to the fact that customs clearance requires the value of the content for export declaration. Please do **not** send your project with a commercial invoice, as it is only intended for goods that are sold or bought.

What do I have to fill out?

Most of the fields are self-explanatory (Shipper, Shipping Date, Country of Origin, No. of Pieces, Weight), others are already filled within our template (Consignee, Currency). Please provide special attention to the field **Value for Customs Purpose**. For most of the items we receive for the award (such as charts, packaging design samples, posters), a value between 20 EUR and 50 EUR 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 smoothly through customs. 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).

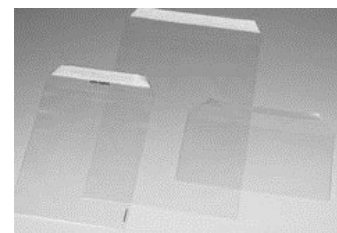
EORI number: The EORI number of Red Dot is DE5574838. Please find further details [here](#).

Will there be problems in case my packaging 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 packaging samples 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 / stuffing / wadding).

How do I process the pro forma invoice and the delivery 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.

I'm afraid my shipment got stuck in the customs office. What can I do?

At first, please consult your courier / messenger by using your **tracking number**. Only the shipper can provide access to the information of the whereabouts of your shipment. In case you cannot succeed to find your shipment, please get in contact with us and we will try to help you to locate it.

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: Brands & Communication Design 2020 Red Dot Judging Hall Witzlebenstraße 14 45472 Mülheim an der Ruhr GERMANY
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Shipping Date (<i>Versanddatum</i>)	Country of Origin (<i>Herkunftsland</i>)
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Number of Pieces (<i>Anzahl Packstücke</i>)	Weight kg (<i>Gewicht kg</i>)
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Value for Customs Purpose (<i>Wert für Zollzwecke</i>)	Currency (<i>Währung</i>) EUR
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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>)
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Delivery Note (Lieferschein)

Shipper (Versender):

Date (Datum):

Project (Projekt): Red Dot Award: Brands & Communication Design 2020

Full Description of Goods (Vollständige Inhaltsbeschreibung):