

## Customs Entry File Checklist

**Customs Entry Number:** \_\_\_\_\_ - \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Vessel Name:** \_\_\_\_\_ **Voyage/Flight #** \_\_\_\_\_ **Broker File #:** \_\_\_\_\_

	Yes	No	NA	Action
<b>Entry / Immediate Delivery (CBP Form 3461)</b>				
Evidencing Customs release	_____	_____	_____	_____
<b>Entry Summary (CBP Form 7501)</b>	_____	_____	_____	_____
<b>Commercial Invoice</b>	_____	_____	_____	_____
Part Number	_____	_____		
Adequate Description	_____	_____		
HTS Classification	_____	_____		
Quantity	_____	_____		
Unit Value & Total Value	_____	_____		
Currency of Transaction	_____	_____		
Term of sale (Incoterm)	_____	_____		
Country of Origin	_____	_____		
<b>Packing List</b>	_____	_____	_____	_____
Details by package	_____	_____		
Net and Gross Weights	_____	_____		
<b>Bill of Lading or Air Waybill</b>	_____	_____	_____	_____
<b>Certificate of Origin</b>	_____	_____	_____	_____
NAFTA	_____	_____		
GSP	_____	_____		
Other Duty Free Certification	_____	_____		
<b>Importer's Declaration</b>	_____	_____	_____	_____
<b>Shipper's Declaration</b>	_____	_____	_____	_____
<b>Manufacturer's Declaration</b>	_____	_____	_____	_____
<b>Account's Payable Record</b>	_____	_____	_____	_____
Letter of Credit Draft	_____	_____		
Disbursement/ Check Number	_____	_____		
Wire Transfer	_____	_____		
AP Record matches entered value	_____	_____		
<b>Receiving Record</b>	_____	_____	_____	_____
Units received match the entry	_____	_____		
<b>Courtesy Liquidation Notice (CBP Form 4333A)</b>	_____	_____	_____	_____
<b>Follow-up Actions/ Comments:</b>				
<b>Approved By:</b> _____ <b>Date:</b> ____/____/____				