

EXPORT DOCUMENTATION FEES

Certificates of Origin / “e-Cert eXpress” / ATR / EUR1 Invoices & Other Documents Fees

As of Sept 1st 2011

Certificates of Origin Blank Forms – 3 part set “each”

Price

Member	£1.50	+ VAT
Non Member	£3.00	+ VAT

Certificates of Origin – Yellow Copies

Member	£0.50	+ VAT
Non Member	£1.00	+ VAT

Certificates of Origin Counter Service

Member	£19.00	+ VAT
Non Member	£38.00	+ VAT
Waiting fee	£10.00	+ VAT

Extra Yellow Copies (not included in 3 part sets)

Member	£5.00	+ VAT
Non Member	£10.00	+ VAT

Certificates of Origin (EXPRESS Service)

Member	£17.00	+ VAT
Non Member	£34.00	+ VAT

ATR / EUR1 / GSP

Member	£15.00	+ VAT
Non Member	£30.00	+ VAT

Invoices (EXPRESS Service)

Price

Member	£17.00	+ VAT
Non Member	£34.00	+ VAT

Invoices Counter Service

	£19.00	+ VAT
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Invoice copies

Member	£5.00	+ VAT
Non Member	£10.00	+ VAT

Other Documents

Price

Member	£19.00	+ VAT
Non Member	£38.00	+ VAT

Special Documents

Member	£19.00	+ VAT
Non Member	£38.00	+ VAT

Handling Fee for documentation submitted to Consulates / Foreign & Commonwealth Office, etc.

Original	£17.00	+ VAT
Copy	£17.00	+ VAT

Amendment Charge for documents already certified

	£6.00	+ VAT
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Hours of business - Normal service as well as counter & postal service for Export Documentation from:

Monday-Friday

09:00 - 12:00

13:00 - 16:00

Recorded & Special Delivery

Export Documentation can be returned via Recorded or Special Delivery via Royal Mail to clients which incurs an extra charge of £1.50 for recorded and £5.00 for Special Delivery. This is to track items that are sometimes delayed or lost by Royal Mail to ensure a safe return of your important documents. Please take this into account when paying for Export Documentation. Please note that it is the responsibility of the Exporter to send and collect documents to and from the Chamber unless otherwise instructed as the Chamber will **not** be held responsible for documents lost by Royal Mail.