

**United States Customs & Border Protection
Regulatory Audit Division**

Request for Records/ Information

To: Name of Customs Manager for Company
From: Name of Auditor, U.S. CBP - RAD

Please provide the following information / record as soon as possible. Your cooperation will expedite the completion of the audit and is greatly appreciated. Thank you.

Req. No.	Request Date	Item Requested	Due Date	Date Recv'd	Initial	w/p ref.	Elapsed Days
		<p>Attached is a list of samples for the Classification, quantity and reported value review, the first 20 are entries from XXX and the next 20 entries are from other suppliers. Please provide the following documents supporting each of the samples:</p> <ul style="list-style-type: none"> a. Entry summary. b. Commercial invoice. c. Purchase order / Contract d. Airway Bill / Bill of lading e. Packing list. f. Receiving report. g. Inventory record showing the merchandise entering into the inventory system h. Account payable and disbursement record related to the entry/import (provide 3rd party support such as payment confirmation from bank, bank statement , cancelled check, etc). i. Correspondence file with foreign supplier related to the purchase. j. Documentation to support transaction value such as request for quotation, market price analysis, record of negotiation etc. 					

The attached documents contain business confidential and proprietary information which is the property of