MODELO PARA SOLICITAÇÃO DE PROFORMAS INVOICE

(Importação de Software)

Dears sirs,

We come though this to request proforma invoice of the products whose descriptions are enclosed.

(Liste os itens da categoria SOFTWARE que deseja importar e a quantidade)

1.

2.

3.

The proforma invoice must be sent with the following data.

* Exporter's name, complete address and data contact (tel., fax, email, home page, etc);
* Importer (sold to, ship to):

FAPEU – Fundação de Amparo à Pesquisa e Extensão Universitária

Campus Universitário – Trindade District

CEP 88.040-970 – Florianópolis – SC – Brazil

CNPJ: 83476.911.0001-17

Phone: +55.48.3331.7464

* Complete description of the goods;
* Quantities;
* Inform us the Harmonized Tariff or Harmonized Code (NCM) of each item - This item is valid only if CD-ROM is included;
* Unitary and total price;
* Incoterm: FCA[[1]](#footnote-2) - EXW[[2]](#footnote-3);
* Method of payment;
* Exporter's bank data (name of the bank, agency and account number);
* VAT register number;
* Validity of the proforma invoice – expiration date;
* Delivery schedule;
* Departure airport's name - This item is valid only if CD-ROM is included;
* Delivery address, destination airport (International Airport of Florianópolis – SC – Brazil). This item is valid only if CD-ROM is included;
* Quantity of items and which dimensions of each box - This item is valid only if CD-ROM is included; and
* Net weight of each item; total gross weight of this shipping - This item is valid only if CD-ROM is included).

After the payment we will send a fax or an e-mail with shipping instructions and copy of the SWIFT. We will also send the name and address of our freight agent or freight forwarder.

Please send us this Proforma by e-mail: (Digite aqui o seu e-mail) Blind carbon copy: [import@fapeu.org.br](mailto:import@fapeu.org.br)

If you need further information please contact us by e-mail.

Thank you very much in advance for your help.

Best regards,

Importation Department - FAPEU

1. **FCA - Free Carrier (named place) Transportador Livre**

   O vendedor (exportador) completa suas obrigações quando entrega a mercadoria, desembaraçada para exportação, aos cuidados do transportador internacional indicado pelo comprador, no local designado do país de origem. [↑](#footnote-ref-2)
2. **EXW - Ex Works (Named Places) A Partir do Local de Produção (local designado)**

   O exportador encerra a sua participação quando acondiciona a mercadoria na embalagem de transporte (caixa, saco, etc.) e a disponibiliza, no prazo estabelecido, no seu próprio estabelecimento. Assim, cabe ao importador estrangeiro adotar todos as providências para retirada da mercadoria do estabelecimento do exportador, transporte interno, embarque para o exterior, licenciamentos, contratações de frete e de seguro internacionais, etc. [↑](#footnote-ref-3)