MODELO PARA SOLICITAÇÃO DE PROFORMAS INVOICE

(Importação de materiais, equipamentos, reagentes ou livros)

Dears sirs,

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

(Liste os itens que deseja comprar - materiais, equipamentos, reagentes ou livros – 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;
* 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;
* Delivery schedule;
* Delivery address, destination airport (International Airport of Florianópolis – SC – Brazil);
* Country of origin of the goods and place of shipment;
* Supplier's and the producer's (if different) name, complete address, telephone, Fax, etc.);
* Net weight of each item and total gross weight;
* Quantity of items and which dimensions of each box;
* Validity of the proforma invoice – expiration date;
* Warranty;
* Catalog.

(Acrescentar quando se tratar de equipamentos)

* Voltage (ideal voltage 220V); and
* If there is Training and installation service.

(Acrescentar quando se tratar de reagentes)

* In case of dangerous products, inform the MSDS (Material Safety Data Sheet) to help the transporter handling; and
* Mention the reagent Ideal temperature and how it must be shipped and stored. Let us know if the reagent requires packaging in dry ice.

(Acrescentar quando se tratar de livros)

* inform the book title/ author/ edition/ vol./ EXEMPLAR / publishing house/ smount;
* inform the ISBN - International Standard Book Number; and
* inform if the book will be printed or just digital version.

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)