MODELO PARA SOLICITAÇÃO DE PROFORMAS INVOICE

(Importação de serviços)

Dears sirs,

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

(Liste os itens da categoria SERVIÇOS 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 hired services;
* Unitary and total price;
* Supplier's name, complete address, telephone, Fax, etc.;
* Method of payment: prepayment or advanced;
* Exporter's bank data (name of the bank, agency and account number);
* VAT register number;
* Validity of the proforma invoice – expiration date.

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

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