



## MODELO PARA SOLICITAÇÃO DE "PROFORMA INVOICE"

Dear Sirs,

We would appreciate very much that you send us a Proforma Invoice for the items listed below:

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(o usuário lista todos os detalhes de cada item)

The Proforma Invoice must be sent in one original. Please fax it to us as soon as possible, and use air/express mail for the original. It must have the complete identification of your company (name and complete address), printed name and the signature of the person in charge of your sales department.

Please, observe carefully instructions attached, before issuing the Pro-forma Invoice. And, do not deliver any material without our formal express authorization, and shipping instructions. Thank you very much for your attention.

Sincerely.

## INSTRUCTIONS FOR ISSUING THE PROFORMA INVOICE

Conforme [Instrução DGA nº 68/2009](#).

(Exporter logo) Exporter: (complete name and address)

- Billing and Shipping Address:  
UNIVERSIDADE ESTADUAL DE CAMPINAS  
Importação / DGA  
Cidade Universitária "Zeferino Vaz"  
13083-970 - Campinas, SP – Brazil  
Tel.: 55 (19) 3521 4423 or (19) 3521 4490
- INCOTERMS: Prices must be in **FOB** or **FCA** or **EX-WORKS**, include unit and total price for each item. **Freight and insurance are to be paid in Brazil**
- Payment terms accepted:  
CAD (Cash against documents) or sight draft
- Additional information required:
  - International customs classification of each item (HS tariff code)
  - Net weight of each item
  - Gross Weight
  - Manufacturer's name and complete address, for each item.
  - Shipping port/airport
  - Delivery time
  - Validity of the pro-forma (90 days)
  - Warranty terms (when available)
  - Local representative and commission, if applicable, or declare that there is no representative in Brazil
  - Complete Banking information
  - Detailed handling, transport and storage information when perishable, hazardous or other special conditions for the materials.
  - Inform details of the volume(s): quantity, weight, dimensions, and kind of pallets (wood, etc.)