



## **MODELO PARA SOLICITAÇÃO DE "PROFORMA INVOICE" ESPECÍFICO PARA IMPORTAÇÃO COM FORMA DE DOAÇÃO**

**(Sem valor comercial apenas para fins alfandegários).**

Para Doação por Importação, seguir também instrução normativa [Instrução DGA 73/2010](#), o valor a ser declarado será para fins alfandegários e deverá cumprir exigências aduaneiras e demais exigências relativas à natureza do item e sua apresentação, e também exigências fiscal - administrativas relativas à natureza das empresas envolvidas na operação.

Dear Sirs,

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

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(o usuário lista todos os detalhes de cada item), according to the following and attached.

The pro-forma invoice and donation letter must be sent in one original. Please e-mail or 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 for your Company.

Donation Letter must state beneficiary name (Universidade Estadual de Campinas-UNICAMP), complete address, Professor name and exact location at UNICAMP (Laboratory, Center, etc.) for (purposes: scientific research- subject/title, or etc...). Value for Customs equivalent to US\$1,000.00 and above requires Brazilian Consulate seal of approval, at the shipping point.

Please, observe carefully the following instructions before issuing the Proforma 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 PROFORMA INVOICE - DONATION

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

- 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.** Or Declared as “prepaid” and exact amount for international freight must be stated in the proforma/invoice, with the specified Incoterms (delivery terms).
- Payment terms: Declare as “Free of charges” or “Donation”  
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
  - Warranty terms (when applicable)
  - Local representative, if applicable.
  - 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.)