

## **PROFORMA INVOICE EDITING INSTRUCTIONS**

In according with the new procedure for return back in TWS assistance, you need to have an **RMA authorization code** before sending back the goods.

We'll release it after confirm the **Proforma Invoice** that you have to fill following below instruction.

Please remember that Proforma Invoice is mandatory and only after our approval we'll send you the RMA code together shipment Instructions and shipment label.

It must include:

- 1 - **Sender's data** (Company name, Billing Address, VAT nr. and tel.)
  
- 2 - **Recipient's data ( PLEASE CHOOSE OPTION "A" OR OPTION "B")**
  
- 3 - **Number and date of Proforma Invoice**
  
- 4 - **Description of the goods as in the box**

Please send your Proforma Invoice by email to [cgiuliani@gaitgroup.it](mailto:cgiuliani@gaitgroup.it) and Cc to [fguerrieri@avmap.it](mailto:fguerrieri@avmap.it), [avannucci@gaitgroup.it](mailto:avannucci@gaitgroup.it),

Once Proforma Invoice is approved we'll release you the RMA nr. accordingly.

PLEASE WRITE: **GOODS ARE SENT FOR REPAIR/UPDATE**

**PLEASE DON'T SEND THE GOODS BEFORE RECEIVING THE RAN CODE**

\*\*\*\* **ATTENTION**, Postal boxes don't showing outside the RAN CODE will be refused .\*\*\*\*

Please send back the goods inside the original box in order to get a fast and safe shipment

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**Please choose your case/option**

**A) THE COMPANY IS FROM A CEE COUNTRY**

**MUST DELIVER A PROFORMA INVOICE EDITED WITH THIS STRUCTURE:**

<b>INVOICE ADDRESS:</b>	SEIWA Srl Unipersonale Via Monte Bianco, 2/A 20149 Milano (MI) P.I. e C.F. = 05868170969
<b>DELIVERY ADDRESS:</b>	T.W.S. Srl Unipersonale Viale Zaccagna, 6 54033 Avenza Carrara (MS) P.I. e C.F. = 00357320456
<b>CAUSAL:</b>	REPAIR/UPDATE
<b>DESCRIPTION:</b>	QTY of products – model SERIAL NUMBER: .....( for each one )

**A) THE COMPANY IS FROM AN EXTRA-CEE COUNTRY MUST DELIVER A PROFORMA INVOICE EDITED WITH THIS STRUCTURE:**

<b>INVOICE ADDRESS:</b>	SEIWA Srl Unipersonale Via Monte Bianco, 2/A 20149 Milano (MI) P.I. e C.F. = 05868170969
<b>DELIVERY ADDRESS:</b>	T.W.S. Srl Unipersonale Viale Zaccagna, 6 54033 Avenza Carrara (MS) P.I. e C.F. = 00357320456
<b>CAUSAL:</b>	REPAIR/UPDATE
<b>DESCRIPTION:</b>	QTY of products – model SERIAL NUMBER: .....( for each one )
<b>NOTE:</b>	NO COMMERCIAL VALUE. FOR CUSTOM PURPOSE ONLY

**THE NOTE ON THE LAST LINE IS VERY IMPORTANT**

**After the RAN receiving, the goods must be shipped with the original Documents.**