 **FORMULÁRIO PARA PEDIDO DE FATURAÇÃO**

***Registration -- Conferences and Seminars***

**1. Conference/Seminar/Event Details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Date:** |  |
| **Organisation/Researcher responsible for the meeting:** |  |

**2. Registration Details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |

**3. Payment Details**

|  |
| --- |
| [ ]  **Regular Fee** [ ]  **Lunch 3 July** [ ]  **Student Fee** [ ]  **Lunch 4 July**[ ]  **Assistance** **Do you expect to attend the conference dinner? \_\_\_\_\_\_\_****(conference dinner should be paid in Lisbon upon arrival)**  |

**4. Details for the invoice**

|  |  |
| --- | --- |
| **Name of the Client:** |  |
| **Address:** |  |
| **Postal code:** |  |
| **Tax income number/fiscal number:** |  | **A/C:**  |
| **E-mail:** |  | **Phone:** |
| **Description that should be on the invoice** |  |
| **Quantity** |  |
| 1. **Amount**
 | € |
| 1. **VAT**
 |  |
| 1. **TOTAL (1+2)**
 | € |

|  |  |
| --- | --- |
| **Proof of payment by wire transfer *(this is mandatory)*** |  |

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| --- |
|  |

***To be filled in by ICS’ financial department***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| **Pedido** *(assinalar com X)* |  |  | **Envio de original** |  |
| Emissão de Fatura |   |   | Directamente para cliente |   |
| Emissão Fatura e Recibo |   |   | Para o ICS |   |
| Emissão Recibo - ref.fatura nº  |   |   |   |   |
| Emissão Nota de Credito - ref. Fatura nº |   |   |  |  |
|  |   |   |   |   |   |   |   |
| Expediente |   |  | Confirmação de Recebimento |  |
| Programa e Medida |   |  | (em anexo) |  |  |  |   |
| Fonte Financiamento: |   |  | *Data* |  | *Meio pagamento* |  |  |
| Rúbrica Economica: |   |   |   |   | Cheque |   |   |
| POCED |   |  |   |   | Transf. B. |   |   |
| CRESP |   |  |   |   | Vale postal |   |   |
| Analítica: |   |  |   |   | Numerário |   |   |

|  |  |  |
| --- | --- | --- |
| O serviço ICS requerente:  |   | Validado e enviado para SPUL por: |
| Data: |   | Data:  |
|  |  | **Pedido Nº\_\_\_\_/20\_\_** |