



"BECAUSE WE LOVE SHIPPING"™

IMPORTATION'S PROCEDURE THROUGH TRADING COMPANY

1. Make the complete wire transfer to fulfill 100% of the estimated cost document, covering the merchandise's value, origin costs, international freight, taxes, customs clearance and all charges mentioned in such document.
2. Provide supplier's contact information, we will require to issue the commercial invoice with our Company name I TRADE, and the payment for the goods will be made through our trading company
3. Provide importer's legal profile and Company name which I TRADE will be billing, and the one who makes the wire transfer to I TRADE. We need the following docs:
 - Company's current fiscal situation (Issued by SAT (IRS)).
 - Company's Tax-ID.
 - Legal representative's ID.
 - Company's Incorporation papers.
 - Power of attorney (when applicable).
 - Proof of address (recent).
 - Office's photographs.
 - Tax obligation's compliance opinion by SAT (IRS).
4. Hand over digital and printed documents signed by the legal representative.
 - Instructions letter.
 - Estimated costs document.
 - ITRADE's trading Company contract.

Atentamente

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