

**HOBBY LOBBY STORES, INC.  
T/T WIRE COVER LETTER**

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

To: International Payments

Re: PO# \_\_\_\_\_

Commercial Invoice # \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_

Please arrange payment to the company bank listed below. E-mail all copies of OOCL Logistics eDocuments, in Portrait, in one e-mail to [intlpymts@hobbylobby.com](mailto:intlpymts@hobbylobby.com).

- 1. Payment Cover Letter (in PDF Format);**
- 2. Commercial Invoice (in PDF Format);**
- 3. All Other Documents, including the Packing List and Bill of Lading (in PDF Format)**

*Note: You should only have a total of three (3) PDF documents for electronic transmission.*

Contact Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

If there are any questions or concerns please contact us at [intlpymts@hobbylobby.com](mailto:intlpymts@hobbylobby.com).

**BENEFICIARY NAME** \_\_\_\_\_  
**AND ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BANK NAME** \_\_\_\_\_  
**AND ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

(If European company, please include IBAN Account Info: Country Code, Branch Code, Account Number)

**SWIFT ADDRESS:** \_\_\_\_\_

(Overseas Wire Transfer Only)

**ABA OR ROUTING NUMBER:** \_\_\_\_\_

(USA Wire Transfer Only)