## **Company Name Here**

## T/T - WIRE COVER LETTER

TO: Hobby Lobby Stores, Inc. FM: {senders name)
ATTN:
RE: PO#
Commercial Invoice#: Bill of Lading/Seaway Bill#  Total Amount Requested: \$
Please arrange payment to our company bank listed below. Copies of International Shipping Documents in Portrait on one e-mail:  1. Payment Cover Letter (sent in PDF Format); 2. Invoice (sent in PDF Format); 3. All Other Documents including Packing List and Original Cargo Receipt or B/L (sent in PDF Format)  You should only have a total of three (3) PDF documents for electronic transmission.
Please include contact name:
E-Mail address:
If there are any questions or concerns please feel free to contact us.
Sincerely,
BENEFICIARY NAME
AND ADDRESS
<del></del>
<del></del>
BANK NAMEAND ADDRESS
ACCOUNT NO
(If European company, please include IBAN Account Information: Country code, branch code, and the account number)
*SWIFT ADDRESS(Overseas Wire Transfer Only)
*ABA OR ROUTING NO (USA Wire Transfer Only) Rev. 10/11/11