

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 _____

BANK NAME _____

AND 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