

# Hong Kong Connections Ltd.

香港環軒有限公司

(Wholly owned by HOBBY LOBBY®)

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## Requirement of Sales Confirmation or Proforma Invoice for Hobby Lobby Order 銷售確認書須知

當貴司提供 Sales Confirmation 或 Proforma Invoice 給我司作訂單確認時，必須以英文編寫並包括有以下資料:-

- Letter Head ~ 貴司公司/工廠名稱和地址之信件抬頭，注意必須與收款帳戶之公司/工廠名稱一致
- Customer ~ Hobby Lobby Store
- Address ~ 7707 Southwest 44<sup>th</sup> Street Oklahoma City, Oklahoma 73179, USA
- Sequence No. (產品次序編號)
- PO Number
- Item No. ~ 產品編號
- Detailed description of each item. ~ 詳盡產品名稱
- Material content of each item must be by percentages ~ 每件產品之物料成份，以百份比作為單位
- Specific Commodities information ~ 如產品為特定產品，必須提供所有可列資料(參考附頁“特定產品之發票資料要求”)
- Net and gross weight and measurement of each item in inch ~ 淨重，毛重和產品的長 x 闊 x 高 (英吋)
- Must state type of currency USD ~ 美元單位
- Unit Price (After Discount/Final Price) ~ 折扣後的產品單價，請勿以總金額再打折扣
- Order Quantity of Each Item ~ 每款產品之訂貨數量
- State country of origin of merchandise and that each item is marked individually with the country of origin ~ 銷售確認書上須有產品的原產地(Made in China) 和每產品均須貼上單獨的“Made in China”.
- Shipping Terms: (FOB, FCA, Ex-Works, etc) ~ 請註明
- Shipdate ~ 出貨期
- FOB Point ~ 出口港
- Payment Terms ~ 付款方式，請注意我司只提供兩種付款方式 – 100% T/T after shipment 或 L/C
- Inner/Case Pack & Cube feet for Each Item ~ 內/外箱之包裝數量及外箱材積
- Total Cube feet & Total Weight 外箱合共材積 及 合共重量
- Company Chop & Signature ~ 貴司之公司蓋印及負責人簽名
- Order Total Cube feet, Container Qty. & Size will be shipped for this PO ~ 訂單之總材積，出貨時所需之貨櫃尺寸及數

## Invoice/Information Requirements for Specific Commodities

### 特定產品之發票資料要求 (所有資料必須以英文提供, 以下一切資料以英文版為準)

#### Animal skin/Animal feather/Shell

動物毛皮/動物羽毛/貝類

Latin Genus and Species name of animal

動物之拉丁(科學)類別名稱

Common English name of animal

動物之通用英文名稱

State if animal was captive bred, ranch raised or taken from the wild

註明該動物為捕捉繁殖, 農場飼養或野生

Country of origin of the animal (country where the animal was born)

動物之來源地 (動物出生地)

require botanical or scientific names

需註明植物學或學術名稱

Need a picture of each candle that clearly show the shape of the candles

需提供能清楚顯示蠟燭形狀之照片

State the composition of the candles – state the percentage of all components (examples: palm oil, paraffin)

註明蠟燭之材料 – 以百分比列明所有成份 (例如棕櫚油, 石蠟中之煤油)

State the net weight of the candles

註明蠟燭之淨重

#### Container in tableware shape

盛器

Any item with shape looks like tableware, such as bowl, plate, pitcher, jar, etc., in any kind of material, if it is not for food use, “Not for Food Use” must state on the invoice

任何盛器形狀似食用器皿, 如碗形、碟形、水壺、水瓶等, 不論任何物料, 如非食用器皿, 需於發票上註明 “Not for Food Use”

#### Ceramicware

陶瓷器皿

If for food use, list complete name and address of manufacturer. If it is not for food use, items must be marked “Not for Food Use” and must state on the invoice

如為食用器皿, 需列出生產商之完整名稱及地址。如非食用器皿, 產品上必須有 “Not for Food Use” 標記及需於發票上註明

CHINA – CCIB# (Factory code) is required

中國 – 需提供 CCIB 編號 (廠碼)

Value breakdown for each component: movement, case, battery (if included), value breakdown must equal cost of clock.

Is clock battery operated? Country of origin for battery (if included). LED or mechanical hands.

Watch or clock movement. Width of movement. Country of origin for movement. Type of clock (wall, desk, etc.)

每項配件之成本分析: 機芯、機殼、電池(如包含), 成本分析必須等於時鐘單價。

時鐘是否電池帶動? 電池原產地(如包含)。電子或指針

錶或時鐘機芯。機芯闊度。機芯原產地。時鐘類別 (掛牆, 桌面等)。

State what the items, that it is battery operated, included battery or not, if batteries are included & what kind

任何含電池產品需註明產品類型, 是由電池驅動, 是否包含電池, 如包含電池需提供電池類別, 型號及產地

#### Battery operated item

含電池產品

Whether or not stuffed

有否填充物

#### Dolls

玩偶

Detailed description to show that item qualifies as festive according to U.S. Customs

e.g. Christmas decoration – Plastic Santa hanging ornament 4”

(“Festival” decoration – “Material” “Subject” “Function” “Size”)

(please ask buyer for details)

提供產品之詳細描述以合乎美國海關對其節日性之界定

(例-列明“節日”裝飾 – “物料” “主題” “用途” “尺寸”)

(詳情請聯絡有關業務)

#### Furniture (wooden)

傢俱 (木製)

State on invoice if item is bedroom furniture or if it is NOT

註明是否為床組傢俱

#### Hats

帽子

Contact buyer for special instruction sheet

(詳情請聯絡有關業務)

#### Kitchen/tableware

廚具/餐具

If for food use, state full name and address of manufacturer

如為食用器皿, 需列出生產商之完整名稱及地址

If not for food use, items must be marked “Not for Food Use” and must state on the invoice

如非食用器皿, 產品上必須有 “Not for Food Use” 標記及需於發票上註明

Total dimensions of the reflecting surface in square centimeters. State if the mirror is framed or unframed

State whether or not the mirrors are part of bedroom furniture

需以平方公尺(厘米, square centimeters)列出鏡面反射面積。註明鏡子有否含框架。

註明鏡子是否屬床組傢俱部份

#### NAFTA

Completed, signed original NAFTA certificate must be forwarded to the importer, with a copy to the broker

提供完整已簽署之 NAFTA 認證正本予入口商, 副本予經紀商(broker)

#### Paints(HTS Chapter 23)

油漆

Pens, markers, glues, products containing chemicals need TSCA

原子筆, 水筆, 膠水等含化學物產品需有 TSCA,

#### Paper

紙

Paper detail sheets and samples required

紙品分析表及需提供樣品

#### Ribbon/Trim

絲帶/花邊

List Material Content

列明成份分析

Construction – woven or knitted

註明其結構 - 編織或針織

3” sample of each item must be provided with documentation to OOCL Logistics

於上單到 OOCL Logistics 需每款產品附有 3”樣品

#### Shadow boxes

Must state whether or not filled with ornamental items

需註明是否含有細小裝飾配件

#### Stickers

貼紙

“Paper”-must have net kilos, “plastic”-must have square meters and net kilos, how many pc/pkg and net kilos

紙品必須註明淨重(以公斤, kilos 為單位), 塑膠製品需提供面積(以平方米為單位)及淨重

(以公斤, kilos 為單位), 每包裝的貼紙數量及淨重

#### Sequined items

閃片產品

Mention on the description if this is partly / half / fully sequined.

閃片產品須註明其覆蓋範圍 “部份 / 佔半 / 全部”

**Stone products**

石材產品

**Textiles/Fabric**

紡織品/布料

**Thermometers**

溫度計

**Yarn**

毛線

List % of Polyresin, % of Stone. (If Stone, is it natural or synthetic?)

列出波麗及石粉之百分比。(如為石頭, 則需註明是天然或非天然)

Need Chapter Detail Sheets

所有紡織品需提供有關其紡織品/布料分析資料。(詳情請聯絡有關業務)

Whether liquid filled or not

註明是否灌注液體

Yarn detail sheet

毛線詳細列