

**HOBBY LOBBY STORES, INC.**  
7707 S.W. 44TH, OKC, OK 73179

**HEMISPHERES**  
7707 S. W. 44<sup>th</sup>, OKC, OK 73179

**CRAFTS, ETC! LTD.**  
7727 S.W. 44<sup>th</sup>, OKC, OK 73179

**VALUES BY DESIGN**  
7737 S.W. 44<sup>th</sup>, OKC, OK 73179

## **INSTRUCTION SHEET FOR INTERNATIONAL T/T (Bank Wire) and CHECK ORDERS**

Payment will be made upon receipt of a full set of documents faxed or mailed to our offices along with a **COVER LETTER REQUESTING** payment with current **banking information** to include **bank name, address, account number, and swift address**. Fax 405-745-1547, attention Vikki Chansombat. You must advise the beneficiary name and full address.

**\*\*\*NOTE: All documents submitted to OOCL Logistics MUST BE IDENTICAL to the documents that are submitted to the Hobby Lobby payment coordinator.**

### **REQUIRED DOCUMENTS**

1. Request for **PAYMENT** cover letter
2. Copy of the signed Comm. Invoice in English with **full item description**.  
Invoice must:
  - a. Certify that merchandise is "Made in (Country)" and each item is marked individually with country of origin
  - b. Invoice must show the manufacturer's name and address
  - c. Invoice must state material content of each item
  - d. Invoice must state Shipping Terms (FOB, FCA, Ex-Works, etc)
  - e. If GSP eligible, Invoice must state "This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please give a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process."
3. A copy of the original Packing List
4. A copy of the Fish & Wildlife Cert., if required
5. A Forwarders Cargo Receipt (FCR) signed and issued by OOCL Logistics
6. A non-negotiable copy of a seaway bill of lading consigned to Hobby Lobby Stores, Inc. **and/or** the Affiliated Company marked freight collect (Proofread copies not accepted)
7. Purchase Order Number and Invoice Number **must** be on all documents!
8. A beneficiary statement required on wood packaging material stating "Any wood packaging materials are in compliance with IPPC standards. Check U.S. requirements at [www.aphis.usda.gov](http://www.aphis.usda.gov)." Any fees associated with a violation of these standards are at the cost of the supplier.
9. For Hong Kong and China, a Fumigation Certificate from the Chinese Government is required on all shipments, when solid untreated wood or natural products are used for merchandise or for packing merchandise.
10. Shipper's name on commercial documents must match the name on the purchase order. If different, a written explanation must accompany the documents.

### **REQUIRED DOCUMENTS TO BE SENT TO OOCL LOGISTICS**

1. Signed Commercial Invoice in English, an original and 1 copy with **full item description**.  
Invoice must:
  - a. Certify that merchandise is "Made in (Country)" and each item is marked individually with country of origin
  - b. Invoice must show the manufacturer's name and address
  - c. Invoice must state material content of each item
  - d. Invoice show Shipping Terms and reflect the P.O. and Invoice Number
  - e. If GSP eligible, Invoice must state "This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please give a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process."
2. Packing List, an original and 1 copy
3. Fish & Wildlife, trademark and/or copyright agreement, if required
4. Fabric detail sheet on textiles **REQUIRED**
5. Samples of ribbon and trim **MUST ACCOMPANY** documents
6. A beneficiary statement required on wood packaging material stating "Any wood packaging materials are in compliance with IPPC standards. Check U.S. requirements at [www.aphis.usda.gov](http://www.aphis.usda.gov)." Any fees associated with a violation of these standards are at the cost of the supplier.
7. For Hong Kong and China, a Fumigation Certificate from the Chinese Government is required on all shipments, when solid untreated wood or natural products are used for merchandise or for packing merchandise.

**Custom's Broker:** Evans and Wood & Co., 612 E. Dallas Road, Suite 200, Grapevine, TX 76051,  
Attn: Karen Keeling FAX (817) 488-4716 Telephone (817) 481-2028

**Revised 11/22/05**