

HOBBY LOBBY BUYERS GUIDE

Invoice Requirements for Specific Commodities

Botanicals	Require botanical or scientific names
Candles	Contact buyer for special instruction sheet
Ceramicware	If not for food use, items must be marked “Not for Food Use” and must state on the invoice. If for food use, list complete name and address of manufacturer. CHINA – CCIB# (Factory code) is required
Clocks/watches	Contact Buyer for special instruction sheet on clocks
Feathers/articles of feathers	Contact Buyer for special instruction sheet
Festive/holiday items descriptions	Contact Buyer for special instructions for
Furniture (wooden) is NOT	State on invoice if item is bedroom furniture or if it
Hats	Contact buyer for special instruction sheet
Kitchen/tableware	If for food use, state full name and address of manufacturer. If not for food use, items must be marked “Not for Food Use” and must state on the invoice.
Mirrors mirrors	Contact buyer for special instruction sheet on
NAFTA	Completed, signed original NAFTA certificate must be forwarded to the importer, with a copy to the broker
Paints (HTS Chapter 32),	Pens, markers, glues, products containing chemicals need TSCA
Ribbon/ Trim	List Material Content Construction - woven or knitted. 3” sample of each item must be provided with documentation to OOCL Logistics
Shadow boxes items	Must state whether or not filled with ornamental