

**Letter of Guarantee**

This letter of guarantee is being accepted as a valid method of payment in lieu of a purchase order from your school or district.

Date: \_\_\_\_\_

**School Information:**

Name of school: \_\_\_\_\_

School address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

School telephone: \_\_\_\_\_ School website: \_\_\_\_\_

Name of school district: \_\_\_\_\_ District telephone: \_\_\_\_\_

**Contact Information:**

Name of person filling out guarantee? \_\_\_\_\_ Title: \_\_\_\_\_

Your telephone: \_\_\_\_\_ EXT: \_\_\_\_\_ Email address: \_\_\_\_\_

**Accounting Department Information:**

Name of accounting contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_ EXT: \_\_\_\_\_ Email address: \_\_\_\_\_

**Additional Information:**

Estimated number of orders? \_\_\_\_\_ Dollar amount of order/orders is not to exceed? \$ \_\_\_\_\_

Will the orders ship directly to the school or to another location? \_\_\_\_\_

Other location: Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Are the funds currently available or are you still fundraising? \_\_\_\_\_

If funds are not currently available when will they be available? \_\_\_\_\_

**(Undersigned must initial both lines below before the order can be processed)**

Payment is due 30 days from date of invoice \_\_\_\_\_

There will be a 1.5% Service charge per month on all past due Invoices \_\_\_\_\_

**I have the authority to sign on behalf of the account indicated above. We will be responsible for payment of each invoice according to the terms set forth in this agreement. If payment is not received in accordance with terms, we will accept responsibility for any collection charges that may be incurred.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print \_\_\_\_\_ Title \_\_\_\_\_

Fax back to: 800.411.0842 Attn: Credit Department or e-mail to [credit@cheerleading.com](mailto:credit@cheerleading.com)