



8765 Washington Church Rd.

Miamisburg, Ohio 45342

Phone: 937.434.1121

Toll Free: 800.444.3524

Fax: 877.356.3291

Web: www.fjminc.com

Dear Valued Customer,

We are pleased to have you as one of our customers. In order to establish an open account for billing, we require an up to date **"Letter of Authorization"**. This is a form issued by Fred J. Miller for your protection.

If you are a School Band Booster Organization or School Board and wish to have an open billing account, please complete this Letter of Authorization. This letter will give us the needed information to aid us in the process of taking your order, shipping the merchandise to the correct person(s), and getting the invoice to the party responsible for payment.

We prefer to set up an account in your school name. We can accept orders without the Letter of Authorization with an official school purchase order. If the order is phoned in using a purchase order it will not be shipped until we receive a hard copy of the purchase order either faxed or mailed to our office.

For your protection the names of people who are authorized to purchase are the only people from whom we will accept an order. Make sure you include all band directors, guard directors, staff members, etc.

You must check either "yes" or "no" where it says "Are purchase orders required". Remember we must have a hard copy of the purchase order.

Your order will be shipped to the address you designate on the form unless you specify a different shipping address at the time the order is placed. This address will also be the bill-to address unless specified differently at the time the order is placed.

The form requires two signatures. One should be the Band Director, and the other should be either the Principal, or the Band Booster President.

Thank you for your interest in **Fred J. Miller Inc.**, and taking the time to fill out this paperwork. We look forward to servicing your needs.

Cesario™
uniform collection

concert wear

drumline

colorguard

field equipment

summer clinics

FJM | the image makers



8765 Washington Church Rd.

Miamisburg, Ohio 45342

Phone: 937.434.1121

Toll Free: 800.444.3524

Fax: 877.356.3291

Web: www.fjminc.com

LETTER OF AUTHORIZATION DATE: ___/___/___
HIGH SCHOOL NAME: _____
SCHOOL ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
SCHOOL WEBSITE ADDRESS _____
BAND DIRECTOR NAME: _____
SCHOOL PHONE: _____ HOME PHONE: _____
FAX _____
E-MAIL ADDRESS _____

AMOUNT WE WILL BE RESPONSIBLE FOR MUST NOT EXCEED
\$500 _____ \$1,000 _____ \$3,000 _____ \$5,000 _____ OTHER AMOUNT _____

PLEASE NOTE: Custom made uniform orders require 50% deposit. (w/exception of formal P.O. only)

ARE PURCHASE ORDERS REQUIRED? YES _____ NO _____

We must receive a hard copy of the P.O. before the shipment is made. P.O's may be mailed or faxed

PAYMENT IN FULL IS EXPECTED WITHIN 30 DAYS

A 1.5% finance charge will be added to all past due amounts, and the booster group will be responsible for finance charges if school is unable to pay such charges.

Only these individuals will be allowed to purchase on this account

NAME: _____ PHONE _____
NAME: _____ PHONE _____
NAME: _____ PHONE _____

You are responsible to notify us if there are any changes to the above names.

SIGNED: _____ DATE: ___/___/___

(Band Director or Music Supervisor)

SIGNED: _____ DATE: ___/___/___

(Booster President)

SIGNED: _____ DATE: ___/___/___

(Principal or Superintendent)

Cesario™ uniform collection

concert wear

drumline

colorguard

field equipment

summer clinics

THIS MUST BE SIGNED BY AT LEAST TWO AUTHORIZED PERSONNEL WHO WILL ASSURE COMMITMENT TO THE ABOVE POLICIES.