



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.

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chandler™ collector

greg™ collector

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design studi

uniform accessories

flag designs

equipment & props

options and fabric:

field & floor supplies

summer clinic:

When it has to be  
more than a uniform

it has to be

FJM | *the image maker*



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**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)

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

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