



LETTER OF AUTHORIZATION

Revised 11/29/10

Dear Valued Customer,

We are pleased to have you as a customer.

We require Purchase Order customers to keep an up-to-date Letter of Authorization on file. This form is issued by Avant Guard Flags & Costumes and is for your protection.

It lists the names of individuals, band/guard directors and staff members who are authorized to purchase items for your organization. It also indicates who is financially responsible for your order.

Please note this form **requires two signatures**. One **MUST** be **the Band Director and the other should be the individual responsible for payment within your school district, generally the treasurer.**

The order will be shipped and billed to the address on the Letter of Authorization unless you specify a different shipping address when you place your order.

We **can** accept orders without the Letter of Authorization with an official school Purchase Order (PO). If you phone in your order with a PO #, **it will not be shipped until we receive a hard copy of both the PO and the Letter of Authorization.**

Sincerely,

Avant Guard Flags & Costumes

LETTER OF AUTHORIZATION

Revised 11/29/10

Name of School: _____ Date: ____/____/____

School Address, City State, Zip (csz): _____

School/District Web Address: _____

Finance Officer (FO)/Treasurer Name (Trsr): _____

FO/Trsr Address, csz: _____

FO/Trsr email/phone #: _____ Phone: _____

Band Director Name: _____

School Phone: _____ Cell Phone: _____

Home Phone: _____ Fax #: _____

Email Address: _____

FO/Treasurer Signature: _____ Date: ____/____/____

Band Dir. Signature: _____ Date: ____/____/____

Amount you will be responsible for - MUST NOT EXCEED:

\$500 ___ \$1000 ___ \$2000 ___ \$3000 ___ \$5000 ___ Other Amount \$ _____

TERMS:

Avant Guard Flags & Costumes will NOT ship any product without receipt of a hard copy of both the Purchase Order AND Letter of Authorization. Payment in Full is expected within 30 days of ship date. Failure to satisfy full payment will result in monthly accrual of 2% finance charges of the total order until full payment is received. Please note your booster group will be responsible for finance charges if your school refuses payment in full within 30 days of the ship date.

Booster Treasurer Name/Mailing Address: _____

Please list the names and phone numbers of those individuals who are able to purchase for your organization.

1.) _____ Phone: _____

2.) _____ Phone: _____

3.) _____ Phone: _____

PLEASE FAX TO 260.424.5451 OR MAIL TO 1530 N. Wells St., Fort Wayne, IN 46808

ORDER TERMS

PAYMENT TERMS: Avant Guard Flags & Costumes accepts U.S. Dollars only in the following forms of payment. **Please not all orders under \$350 MUST be prepaid.**

Checks: School checks, Cashier's check, Booster check, Certified checks or Money Orders. **We do not accept personal checks.** A service fee of \$35 will be assessed for checks received with insufficient funds.

Credit Cards: Should you wish to pay your order by credit card, we do accept American Express, Discover, MasterCard and Visa. Please be sure to provide the type of credit card, card number, expiration date, security code on the back of the card and the billing address for the card statement. **Charges for your order will post to your bill before the items ship.** Please note, credit card payments are **NOT** eligible for the 5% prepay discount.

Purchase Order: Orders can be received with a PO# but **WILL NOT** be processed without a completed Letter of Authorization and signed Purchase Order listing all ordered items, shipping charges and total payment due. **The balance is due net 30 after the order has shipped.**

50/50: 50% Deposit with the remaining balance due **BEFORE** the order is shipped. Balance is due 5 weeks (35 days) from Order Confirmation date.

CONFIRMATION NUMBER: Upon receipt of your **Order Form, Measurement Form and payment**, Avant Guard Flags & Costumes will contact you with your Confirmation Number. The Confirmation Number is your verification that your order has been received and is being processed. You will also receive **your approximate ship date** at this time.

NO ORDERS WILL BE PROCESSED WITHOUT THE ORDER FORM, MEASUREMENT FORM & PAYMENT (PO#)

DELIVERY: The delivery schedule starts when you are issued a **Confirmation number**.

Catalog orders require 6-8 weeks following issuance of the **Confirmation number**, year around.

Custom orders require 6-8 weeks following issuance of the **Confirmation number** **November through April**.

Custom orders require 8-10 weeks following issuance of the **Confirmation number** **May through October**.

Order guidelines vary by season. **Winter** deadline is **December 30**. **Summer** deadline is **April 30**. **Fall** deadline is **June 30**. While Avant Guard Flags & Costumes is glad to accept your order beyond these dates we are unable to guarantee delivery within the above referenced periods. All delivery schedules are approximate and may vary based on the availability of fabrics, trimmings, supplies, products, equipment, sizing requirements and/or custom designs.

CANCELLATIONS/CHANGES: Avant Guard is pleased to provide your flags and costumes based on your quantity and specifications. Therefore, once the Order Form, Measurement Form and Payment is received **NO ORDER CAN BE CANCELLED AND YOU ARE RESPONSIBLE FOR FULL PAYMENT**.

While Avant Guard realizes unfortunate circumstances occur, we cannot be responsible to changes to your order if a member leaves your squad after the **Confirmation number has been issued**. Additions to your order will be handled as a **New Order and require a new confirmation number and be subject to normal production/delivery times based on the date the confirmation number is issued**. **THERE ARE NO EXCEPTIONS**

EXCHANGES: Exchanges apply to shoes and accessory items only. Please contact our office at 260.424.5450 upon receipt of your order and obtain a **Return Authorization Number (RAN)**. No items will be accepted without an **(RAN)**. **RAN's** apply to shoes and accessories only. Shoes must be unworn, in perfect condition with no signs of wear and in the original unmarked box. Shoes can only be exchanged for the same style. Accessories must be in the original unmarked packaging and can only be exchanged for size/color. A 15% restocking fee plus shipping to and from Avant Guard Flags & Costumes will be assessed.

DAMAGES/DISCREPANCIES: Upon receipt of your Avant Guard order, open all boxes and check your order carefully. Any discrepancies must be reported to Avant Guard Flags & Costumes within 10 days of the ship date. If your packages were damaged in transit, keep all damaged carton(s) and file a claim with United Parcel Service (UPS) for lost or damaged merchandise within 10 business days.

RETURN POLICY: All Flags and Costumes are made to your specifications and **CANNOT BE RETURNED OR EXCHANGED**. Any errors or defects must be reported to Avant Guard within 10 days of the ship date. Avant Guard Flags & Costumes reserves the right to inspect returned, unworn/unused materials to determine repair, replacement or adjustment. All returns **MUST** have a **RETURN AUTHORIZATION NUMBER** from our Customer Service Manager. Orders returned without a RAN will be refused and returned. Returned merchandise must be received within 30 days of the ship date in order for Avant Guard to satisfy the issue.

PAYMENT METHOD

Check _____ Credit Card: Visa _____ MasterCard _____ Discover _____ American Express _____ School PO _____

_____ /Mo. _____ /Yr. _____
Check # _____ Credit Card # _____ Expiration Date _____ Purchase Order # _____

Credit Card Security # _____ Credit Card Billing Statement Address _____

By signing this Order Form, I agree to the Credit Card Payment (if applicable), Order Terms, Measurements and sizing information for my organization.

Signature and Title

Organization

Date

Order Checklist: Order Form & Terms _____ Measurement Form _____ Letter of Authorization _____



Measuring Guide

Tips for Accurate Measuring:

Have students wear a leotard or under garments for accuracy

Never wear street clothes as they are too bulky.

Only one or two adults should measure. Be consistent and measure your whole team at once.

Never let students measure themselves.

Keep the tape measure flat to the body. Keep the tape snug, but not tight.

Measure all items on the measuring sheet.

Please understand we use the measurements you provide to determine which size to put your student in. This does not guarantee a custom fit. You are responsible for all alterations.

Bust (B)-Measure around the fullest part of the bust, under the arms and around the widest part of the back

Waist (W)-Measure around the natural waistline at the narrowest part of the torso. This is at the bend in the waist

Hip (H)-Measure around the fullest part of the hips at the lower torso. Keeping the tape flat and level

Thigh Out (T)-Measure around the thickest part of the thigh, keeping the tape flat and level

seam (O)-Measure from the natural waistline at the smallest part of the upper torso, to the ankle bone

Inseam (I)- Measure from the crotch down to the ankle bone on the inside of the leg

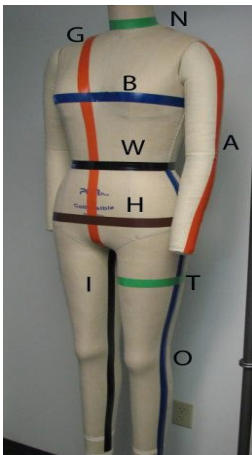
Arm (A)-Measure arm slightly bent from the top of the shoulder to the wrist

Neck (N) - Measure around the neck

Girth (G) - Measure from the front of one shoulder and down through the crotch and up the back to the back of the opposite shoulder.

This is the most important measurement! If you fall in between sizes, the girth will determine the size.

After recording your measurements on the **Avant Guard** Measuring Form, review your measurements with the enclosed size chart and assign each student a costume size. **You are responsible for the size you choose.**



Size Chart

After measuring your students, refer to the size chart below and choose the size that best fits each performer's measurements.

If the student falls between sizes, the GIRTH is the most important measurement and should determine the final size chosen.

You are responsible for the size you choose. The size must be marked on the measurement sheet before you send it in.

Please sign this sizing chart indicating that you have read and understand our sizing policy. Orders will not be processed without this signature.

Be sure to **ORDER EARLY!!**

	<u>Bust</u>	<u>Waist</u>	<u>Hips</u>	<u>Girth</u>
X Small	30-31	23-24	31-33	54-56
Small	32-34	25-26	34-36	57-58
Medium	35-37	27-29	37-39	59-60
Large	38-40	30-31	40-42	61-62
X Large	41-42	32-34	43-45	63-64
2X Large	43-45	35-37	46-48	65-66
3X Large	46-48	38-40	49-51	67-68
4X Large	49-51	41-43	52-54	70-72
5X Large	52-55	44-46	55-58	73-76

