

Elements of an acceptable **Bank Letter of Guarantee** necessary to ensure the acceptance of payment by check for purchases at Dirk Soulis Auctions:

1. Must be drafted on the official bank business letterhead of drawee bank
2. Must state the name and address of the payor
3. Must be signed by an officer of the drawee bank
4. Bank must state it will guarantee the payment of the check being presented.
5. Must state the account number and ABA routing number as they appear on the check being presented.
6. Must state the maximum amount that bank will guarantee in dollars
7. Must state the time frame of the guarantee beginning on a specified date and extending for thirty (30) days from that date.
8. Must state the date of the auction at which the intended purchase could be made

### **(On Bank Letter Head)**

Re: Irrevocable Bank Letter of Guarantee for  
John Doe  
1234 Main Street  
Etcetera USA  
(must be exactly as printed on check being presented for payment)

To whom it may concern:

Please accept this letter of irrevocable guarantee confirming that  
**(BANK NAME)** will irrevocably honor and guarantee payment for check number **(CHECK NUMBER)**  
written by **(CUSTOMER'S NAME)**  
and made out to **Dirk Soulis Auctions**  
up to the amount of **(AMOUNT GUARANTEED)**  
drawn on account number **(CUSTOMER'S ACCOUNT NUMBER)**  
with ABA routing number **(ABA ROUTING NUMBER)**  
and will guarantee payment for a period of (30) thirty days from the date of **(DATE OF AUCTION)** .

This guarantee is for the purpose of purchasing items at an auction of personal property to be conducted on **(DATE OF THE AUCTION)** by Dirk Soulis Antiques LLC doing business as Dirk Soulis Auctions at 529 West Lone Jack - Lee's Summit Road, Lone Jack, MO 64070.

Sincerely,

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Print Name Bank Officer

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Bank Officer's Signature and Title

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Signing Officer's Direct Line Telephone Number