



Heritage Global Partners

Asset Advisory and Auction Services

A Legacy since 1937

Letter of Guarantee

A Letter of Guarantee from your bank to **Heritage Global Partners "HGP"** is required before a company check can be accepted. This letter assures **HGP** that the check which is presented will be paid in full.

1. The Letter must be on Official Bank Letterhead and signed by a Bank Representative.
IMPORTANT: The Bank must state that they guarantee the payment of the check being presented. It is not sufficient for the bank to state the credit limit or balance of the individual/company.
2. The Letter must state the name of the individual or company for whom the guarantee is being stated and the check must have the same name printed on it.
3. The Letter should contain the account number on which the check is to be drawn and the check should match this same account number.
4. The Letter should state an ending date after which the letter of guarantee will expire (at least seven days from Auction).
5. The Letter must contain a maximum amount for which the bank will guarantee. The check must not be written for more than is guaranteed by the bank.

Example Letter of Guarantee: (on Bank Letterhead)

Heritage Global Partners
Hacienda Del Mar
12625 High Bluff Drive
San Diego, CA 92130

To Whom It May Concern:

Please accept this letter as a statement of guarantee for ABC Corporation. First Commerce Bank will guarantee payment of the check being presented by ABC to purchase items at your auction up to an amount no greater than \$30,000.00. The account number of this check is 1234-567890. This letter of guarantee will be valid until November 20, 2009.

Regards,

Bank Representative
Name of Bank