Your Guarantee Checklist
for preparing Guarantee data entry

- **To simplify data entry, see the Handy Notes below before you start.**
- **This will make entering information easy, simple and quick.**

Tip: destroy this sheet once used as a data entry aid.

Person 1
(list for Person 2 on next page)

First name: _____   Family name: _____

Handy notes:

A.   *This checklist is for Person 1 + Person 2 (next page) + Joint persons (third page).*

B.   *When entering your Guarantee data in your Now Sorted app software, simply use the self-explanatory fields.*

C.   *Always use round figures for amounts throughout your software, which will do calculations automatically.*

D.   *Insert the Reason for the guarantee.*

E.   *Insert any Notes as necessary.*

Data entry tab > Guarantees				
Item	**Type**	**Amount $**	**Brief description**	**Date entered**
1	Given to			
1	Amount	$		
1	Reason			___/____/2_____
1	Notes as necessary			
2	Given to			
2	Amount	$		
2	Reason			___/____/2_____
2	Notes as necessary			
3	Given to			
3	Amount	$		
3	Reason			___/____/2_____
3	Notes as necessary			
4	Given to			
4	Amount	$		
4	Reason			___/____/2_____
4	Notes as necessary			

Your Guarantee Checklist
for preparing Guarantee data entry

- **To simplify data entry, see the Handy Notes below before you start.**
- **This will make entering information easy, simple and quick.**

Tip: destroy this sheet once used as a data entry aid.

Person 2
(list for Joint Persons on next page)
First name: _____ Family name: _____

Handy notes:

A. *This checklist is for Person 1 + Person 2 (next page) + Joint persons (third page).*

B. *When entering your Guarantee data in your Now Sorted app software, simply use the self-explanatory fields.*

C. *Always use round figures for amounts throughout your software, which will do calculations automatically.*

D. *Insert the Reason for the guarantee.*

E. *Insert any Notes as necessary.*

Data entry tab > Guarantees				
Item	**Type**	**Amount $**	**Brief description**	**Date entered**
1	Given to			
1	Amount	$		
1	Reason			___/____/2_____
1	Notes as necessary			
2	Given to			
2	Amount	$		
2	Reason			___/____/2_____
2	Notes as necessary			
3	Given to			
3	Amount	$		
3	Reason			___/____/2_____
3	Notes as necessary			
4	Given to			
4	Amount	$		
4	Reason			___/____/2_____
4	Notes as necessary			

Your Guarantee Checklist
for preparing Guarantee data entry

- **To simplify data entry, see the Handy Notes below before you start.**
- **This will make entering information easy, simple and quick.**

Tip: destroy this sheet once used as a data entry aid.

Joint Persons
(list for Persons 1 & 2 on previous pages)

First name: _____ Family name: _____

First name: _____ Family name: _____

Handy notes:

A. This checklist is for Person 1 + Person 2 (next page) + Joint persons (third page).

B. When entering your Guarantee data in your Now Sorted app software, simply use the self-explanatory fields.

C. Always use round figures for amounts throughout your software, which will do calculations automatically.

D. Insert the Reason for the guarantee.

E. Insert any Notes as necessary.

Data entry tab > Guarantees

Item	Type	Amount $	Brief description	Date entered
1	Given to			
1	Amount	$		
1	Reason			___/___/2_____
1	Notes as necessary			
2	Given to			
2	Amount	$		
2	Reason			___/___/2_____
2	Notes as necessary			
3	Given to			
3	Amount	$		
3	Reason			___/___/2_____
3	Notes as necessary			
4	Given to			
4	Amount	$		
4	Reason			___/___/2_____
4	Notes as necessary			