

**The invoice referenced above is disputed for the following reasons:**

- THIS NOTIFICATION IS A FOLLOWUP TO A PHONE CONVERSATION WITH THE PERSON FROM YOUR COMPANY WHOSE NAME APPEARS BELOW**

**IF YOU HAVE ANY QUESTIONS REGARDING THIS DISPUTE, CONTACT:**

\_\_\_\_\_ (fold) \_\_\_\_\_

**RETURN A COPY OF THIS NOTIFICATION WITH THE  
CORRECTED INVOICE (IF APPLICABLE)**

RETURN  
TO:

Vendor — original and one copy  
Purchasing — one copy  
Accounting — one copy  
File — one copy