

Notice of Conditional Acceptance of Non-Conforming Goods

Date: _____, 20 _____

To: _____

RE: Conditional Acceptance of Non-Conforming Goods

Dear _____ :

On _____, 20 _____, we received delivery from you on our purchase order # _____, dated _____, 20 _____. The goods which were delivered at that time do not conform to the specifications that were provided with our purchase order for the following reasons:

Although these goods are non-conforming and we are not obligated to accept them, we are prepared to accept these goods on the condition that you credit our account with you for \$ _____. This credit will make the total price of the goods under this purchase order \$ _____.

If you do not accept this proposal within ten (10) days from the date of this notice, we will reject these goods as non-conforming and they will be returned to you.

Please be advised that we reserve all of our rights under the Uniform Commercial Code and any other applicable laws.

Thank you for your immediate attention to this matter.

Very truly,

Signature

Printed Name