**APPENDIX O3- Recall Notification via Phone call**

Telephone Call Template/Worksheet For each Recall telephone contact, first be sure you speak with the right person – someone who can personally deal with the recall, or has the authority to designate someone else to deal with it. Then log that person’s name and contact information on this sheet. Keeping good records is CRITICAL!

Date: 08/16/2017

Company name: Fred Meyer at 20th

Company contact: Company, 100 NW 20th Pl Pkwy, Portland, Oregon, 97209

Phone number: (503)-273-2004

Fax number: (503)-273-2004

Email address: Linn.annu@fredmeyer.com

Website address: www.fredmeyer.com

Good morning/afternoon: This is Suwimon Sutantawong calling from Cutie Pie Co. Company to notify your company that we are voluntarily recalling one of our products.

Do you have a pen and paper handy to write down some information? Great. The product brand is Cutie pie. The packaging is 650 gram. The product code is K1P2457954A .The recall date code is 03QYT04. The codes are located on the left side of the package.

The reason for the recall is: the products have potential to be contaminated with Salmonella and MAY represent a health or safety threat to people who use it.

At this point, there are a few things we’d like you to do right away. First, determine if any of the product in YOUR inventory carries the recall date code(s). If you have any of it in your inventory, please immediately discontinue sale or distribution, and put the product ON HOLD for now.

We will contact you with further instructions. In the meantime, DO NOT dispose of this product. When a final decision is made about what to do with the product inventory, Cutie Pie Co. Company will contact you to take care of all issues associated with this recall.

We will also send you written confirmation of this recall notification. Would you like to receive it by fax, regular mail, or e-mail? (Jot down the answer & make sure you have the correct contact info on the top of this sheet to send the confirmation.) If you have any questions, please call Suwimon Sutantawong at 5412868497. You can also check for updates to this situation on our website, at www.cutiepiepies.com.

We certainly regret any inconvenience that may be caused by this recall and thank you very much for your assistance.