

INVOICE DISPUTE NOTIFICATION

STD. 209 (NEW 3-87)

93 96178

<p>(Mail in a window envelope.)</p> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>	<p>DATE _____</p> <p>INVOICE NUMBER _____</p> <p>AMOUNT _____</p> <p>\$ _____</p> <p>DATE RECEIVED _____</p> <p>REFERENCE NUMBER(S) _____</p> <p>-----</p>
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— (fold) —

The invoice referenced above is disputed for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Goods/Services not received | <input type="checkbox"/> Duplicate billing |
| <input type="checkbox"/> Noncompliance with contract | <input type="checkbox"/> Invoice belongs to another department |
| <input type="checkbox"/> Incorrect billing/amount due | <input type="checkbox"/> Damaged goods |
| <input type="checkbox"/> Partial shipment received | <input type="checkbox"/> Invoice not properly executed |
| <input type="checkbox"/> Other _____ | |

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

NAME _____	DATE OF CONVERSATION _____
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IF YOU HAVE ANY QUESTIONS REGARDING THIS DISPUTE, CONTACT:

NAME _____	TELEPHONE NUMBER (include Area Code) _____
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— (fold) —

<p>RETURN THE GOLDENROD COPY OF THIS NOTIFICATION WITH THE CORRECTED INVOICE</p> <p>(For your convenience, the return address has been positioned for use in a window envelope.)</p> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 20px;"></div>	<p style="text-align: center;">FOR STATE AGENCY USE ONLY</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; border-bottom: 1px solid black;">DATE DISPUTE RESOLVED _____</td> <td style="width:30%; border-bottom: 1px solid black;">INITIAL _____</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">RESOLUTION _____</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">-----</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">-----</td> </tr> </table>	DATE DISPUTE RESOLVED _____	INITIAL _____	RESOLUTION _____		-----		-----	
DATE DISPUTE RESOLVED _____	INITIAL _____								
RESOLUTION _____									

RETURN TO:

- DISTRIBUTION:**
- White — Vendor
 - Canary — Purchasing
 - Pink — Accounting
 - Goldenrod — Vendor (To be returned to agency)
 - Blue — File