

DATE:
TO:

REGARDING:
FUND PURCHASE ORDER NO.

For the reason checked below, we are returning the following title:

- _____ 1. Not the correct title ordered.
- _____ 2. Imperfect copy.
- _____ 3. Duplicate of your previous shipment.
- _____ 4. Unintentional duplicate order on our part.
- _____ 5. We previously cancelled this order. According to our records, we cancelled this order on _____, but then received the book on your invoice _____.
- _____ 6. Other:

Therefore:

- _____ Please send us:

- _____ We are deducting _____ from your invoice no. _____ dated _____ totaling _____.
- _____ We are voiding your invoice no. _____ dated _____.
- _____ Please send us a credit memorandum for _____.

Thank you.

Yours sincerely,

Acquisitions