

BPC ACCOUNT - DISPUTE

CARDHOLDER NAME: _____ POSITION/TITLE: _____
EMAIL ADDRESS: _____ LAST FOUR DIGITS OF CARD#: _____
TODAY'S DATE: _____

DISPUTED TRANSACTION:

- VENDOR NAME: _____
- DATE OF TRANSACTION: _____
- TRANSACTION AMOUNT: _____
- REASON FOR DISPUTE:

- HAVE YOU CONTACTED THE VENDOR?
 - IF **NO**, THEN YOU WILL NEED TO CONTACT AND FOLLOW UP WITH THE VENDOR IN AN ATTEMPT TO CORRECT THE PROBLEM.
 - IF **YES**, PLEASE PROVIDE DETAILS BELOW:
 - DATE VENDOR WAS CONTACTED: _____
 - NAME OF PERSON YOU CONTACTED: _____
 - EMAIL ADDRESS: _____
 - PHONE NUMBER: _____
 - RESULT OF CONTACT:

****ATTACH COPY OF EMAIL CORRESPONDENCE****