COMMERCIAL CARD CLAIMS STATEMENT OF DISPUTED ITEM

Instructions: Your company should first make good-faith efforts to settle a claim for purchases directly with the merchant. If assistance from Bank of America is required, please complete this form, and mail with required enclosures within 60 days from the billing close date to:

Bank of America – Commercial Card Services Operations P. O. Box 53142 Phoenix, AZ 85072-3142

FAX (888) 678-6046

	any Name: nt Number:			
	older Name:			
Transa Refere Mercha	iction Date: nce Number:	tement, billing close date: Disputed Amour		
(Ca	rdholder Signature)	(Authorized Participant Signature)	(Date)	(Phone Number)
Disas	a Chaala Omba Ona			
Pieas		tion: I did not authorize, nor did I authorize the above charge were received by me or are the transaction		
2	Charge Amount Does	Not Agree With Order Authorizing the Charg I have enclosed a copy of the una	ge: The amount entitlement	tered on the sales slip was increased
3	Merchandise or Services Not Received: I have not received the merchandise or services represented by the above transaction. The expected date of delivery of services was (Please describe your efforts to resolve this matter			
4	Defective or Wrong Me	late(s) you contacted them and their response.) erchandise: I returned the merchandise on	because	it was (check one):
	(Please describe your e	wrong size;wrong color;wrong qu fforts to resolve this matter with the merchant, t	he date(s) you conta	
5	Recurring Charges A agreement. Since then	dise. Please provide a detailed description of the fter Cancellation: On (date), my Bank of America account has been chof your cancellation request.)	, I notified the mer	rchant to cancel the monthly/yearly
6 7	Recurring Charges Al charge by means othe cancelled check, mone Describe your efforts to	ready Paid by Other Means: I already paid rethan my Bank of America Commercial Card y order, cash receipt, credit card statement, resolve this matter directly with the merchant, tharge: The enclosed Credit Voucher appeare	 l. (Please provide a or other documenta he date(s) you conta 	a copy of the front and back on the ation as proof of purchase/payment. acted them, and their response.)
3	the date it was issued	Not Received: I did not receive credit for the to me by the merchant shown above. (Pleas you contacted them and their response. Prov	se describe your ef	forts to resolve this matter with the
9	Hotel Reservation Car (time). I re	ncelled: I made a reservation with the above ceived a cancellation number which isellation and attempts to resolve this issue with	(Pleas	
	I was not given aI was not told at			ged for a "No Show".
10	Double or Multiple Ch	arges: My Bank of America Commercial Ca (date). The duplicate charge(s) appeared on		en double charged. The valid charge
11	Do Not Recall the Tradocumentation.	ansaction: The statement has an inadequation	ate description of t	he charge. Please supply supporting
12	Other; Above Descrip	tions Do Not Apply: Please attach a detailed issue with the merchant.	ed letter explaining	the reason for your dispute and your