Bank of America Commercial Card Services Fax 1-888-678-6046

Cardholder Name _____________________ Dept contact name _____________________
(Please print name as it appears on card)
Cardholder Account Number ________________ Contact phone/e-mail _____________________

<table>
<thead>
<tr>
<th>Statement Date</th>
<th>Transaction Date</th>
<th>Merchant Name/Description</th>
<th>Amount</th>
<th>Posting Date</th>
<th>Reference No</th>
</tr>
</thead>
</table>

Check the description most appropriate to your dispute. If you have any questions, call Bank of America at 1-888-449-2273.

[ ] 1. **Alteration of Amount:**
The amount of the sales draft has been altered from $____________ to $____________. (Please include copy of sales draft.)

[ ] 2. **Unauthorized Mail or Phone Order:**
I certify the charge listed above was not authorized by me. I have not ordered merchandise by phone or mail, or received goods and services as represented above.

[ ] 3. **Cardholder Dispute:**
I did participate in the above transaction; however, I dispute the entire charge, or a portion thereof, in the amount of $________ because

[ ] 4. **Credit Not Received:**
The merchant has issued a credit slip to me for the transaction listed above; however, the credit has not posted to my account. The date on the voucher is between 30 and 90 days old. (Please include a copy of the credit voucher.)

[ ] 5. **Imprinting of Multiple Slips:**
The above transaction represents multiple billing to my account. I only authorized one charge from this merchant for $____________. I am still in possession of my card.

[ ] 6. **Merchandise Not Received:**
My account has been charged for the above transaction, but I have not received this merchandise. I have contacted the merchant.

[ ] 7. **Merchandise Not Received:**
My account has been charged for the above transaction, but I have since contacted this merchant and canceled the order. I will refuse delivery should the merchandise be sent.

[ ] 8. **Merchandise Returned:**
My account has been charged for the above transaction, but the merchandise has been returned. Provide a description of the circumstances. (Please include postal receipt if applicable.)

[ ] 9. **I am no longer disputing this charge.**

Cardholder signature _____________________ __/____/20__ E-mail address _____________________ Phone # _____________________

*** Forward this as documentation to the La Carte Administrator. ***