



Vendor Relations Correspondence Form

Complete this form, attach all supporting documentation and Mail to the following address:

**Wiedmann Bros
Accounts Payable Department
7411 Laurel Canyon Blvd., Unit 3
North Hollywood, CA 91605
Attention: Vendor Relations**

Vendor Name: _____

Vendor Contact _____

Title: _____

Phone: _____

Fax: _____

E Mail Address: _____

Return Mail Address: _____

The enclosed correspondence contains the following information.

- Statement of Review- Listing of open invoices for research by WBDC
- Invoices- Contains invoice copies for review by WBDC
- Shortages deductions- Contains copy of invoice, chargeback and POD
- Returns to Vendor- Contains copy of chargeback and explanation of dispute
- Pricing Chargebacks- Contains copy of invoice and Chargeback
- Traffic Chargebacks- Contains copy of chargeback and explanation of dispute
- Other- Deductions including copy of chargeback and explanation

Additional Explanations: