

SAMPLE LETTER TO REVOKE GOODS

(Send to fraudulent telemarketer via certified mail, a copy to BTA, a copy to the Attorney General in your area and in the area of the fraudulent telemarketer)

Dear _____:

I am the purchasing officer for (your company's name). We received (amount) of (toner or developer) from your company. Please be on notice that we are hereby revoking our acceptance of the delivery goods for the following reasons:

1. Misrepresentation as our normal supplier
2. Inferior quality of delivered goods
3. Quantity of delivered goods does not conform to the telephone conversation
4. The goods were never ordered
5. The goods were grossly overpriced

We require that you arrange to have the (toner or developer) picked up and returned to your business establishment. We will hold the shipment for pick-up within 30 days after your receipt of this letter. If the goods are not picked up within the time period, we will be forced to dispose of the goods.

Any future correspondence from your company to ours must be in writing. If you have (your company's name) on your records for any future orders, please cancel those orders as none have been made.

Sincerely,

cc: BTA Staff Attorney
222 S. Riverside Plaza
Suite 2100
Chicago, IL 60606

Federal Trade Commission
Attorney General's Officer

Send this letter certified mail with a return receipt requested