



1445 WEST SAM HOUSTON PKWY. NORTH (713) 467-6700
P.O. BOX 19849 HOUSTON, TEXAS 77224

Dear Customer,

The Bison Credit Department would like to implement an "Invoice Discrepancy Memo". We believe it will help in the process of short paid, price discrepancies or other issues that may arise with a particular invoice. This form will enable you to return the invoice, notating the problem using our form with a brief explanation. The attached Discrepancy Memo has listed many issues that could arise with an invoice, however we also left a space for additional comments.

The Invoice Discrepancy Memo will be available on Bison's web page or you may contact any of our Credit Analyst for assistance.

We would encourage you to use this form to expedite the resolution of any and all discrepancies.

We would appreciate any feedback or comments you may have.

Respectfully,

Bison Credit Department