



Invoice Refusal Form

Vendor# _____

Date _____

Your invoice # _____ in the amount of \$_____ dated _____ for the Purchase Order # _____ is being refused and payment is being withheld for the following reason(s):

___ Incorrect Price

___ Billing Error

___ Not as Ordered

___ No Proof of Delivery

___ Freight Not Allowed

___ Other

Comments/Explanation:

Until we receive the requested information and/or written correspondence requested, we will continue to withhold payment on invoice. Discount Terms date will not begin until dispute is resolved.

Further, per Rural King Vendor Compliance Agreement, RK will apply an administration fee to process this form. In order to process your invoice for payment, RK will need credit or written authorization to deduct the amount of \$_____.

ALL AUTHORIZATIONS & CREDITS TO DEDUCT ARE FINAL.

Please direct all correspondence concerning this matter to our attention at:

InvoiceRefusal@ruralking.com.

Thank you,

Accounts Payable Department