Mansfield Oil Company
1025 Airport Parkway, S.W.
Gainesville, GA 30501
Phone: (678) 450-2125
Fax: (678) 450-2325

Transaction Dispute Form

If you have a transaction appearing on your statement which you believe is in error, please complete and sign this form and return it to:
Mansfield Oil Company, Attn: Fuel Cards, 1025 Airport Parkway SW, Gainesville GA, 30501-6833. You may also return this form to fax # (678) 450-2274. DO NOT SEND TO LOCKBOX.
We must receive your dispute information in writing no later than 45 days from the date of the statement on which the error or problem has occurred, otherwise the dispute will not be reviewed for issuance of credit.

Single Transaction: ONLY ONE DISPUTE FORM PER TRANSACTION.

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<table>
<thead>
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<tbody>
<tr>
<td>1. Card /Acct.#:</td>
<td>6. Invoice# &amp; Statement Date:</td>
</tr>
<tr>
<td>2. Time:</td>
<td>3. Vehicle Card #:</td>
</tr>
<tr>
<td>Date:</td>
<td>7. Mansfield Acct.#:</td>
</tr>
<tr>
<td>4. Total Amount Disputed: $</td>
<td>8. Subdivision #:</td>
</tr>
<tr>
<td>5. Invoice #:</td>
<td>9. Agency Name</td>
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Please select ONE of the following:

1. I certify that the charge listed above was not authorized by me, pursuant to our Fleet Card agreement.

2. I am expecting credit to my account because ___________________________________________

3. The gallons charged were incorrect. The sales slip was increased from _______ gallons to _______ gallons.

4. I was billed for charges made on a card that does not belong to my account.

5. Other: Please provide a detailed explanation of the dispute below.

6. Product Code Dispute. Please provide a valid receipt of purchase.

Comments:

(Please attach necessary backup information to this sheet to support the specific details.)

(Please use an additional sheet of paper if more space needed)

Contact – Signature ___________________________ Date ___________________________

Print Name ___________________________

Contact Number (work) ___________________________ (fax) ___________________________ (email) ___________________________

Rev: #3