

Anti-Counterfeit Best Practices Exhibit C

Email to be sent to Publisher when the Counterfeit Textbooks are shipped.

[DATE]

[PUBLISHER CONTACT INFORMATION]

Re: [Name of Suspected Counterfeit Textbooks]

Dear [Contact],

On [enter date that received the counterfeit textbooks], we received counterfeit copies of [Title]. The shipment from the supplier included:

- [X number] copies of [Title1]
- [Y number] copies of [Title2]

Attached to this email are details regarding the counterfeit textbooks.

We have shipped the all of the counterfeit textbooks to you at the address identified above. We have shipped the box containing [name and quantity of Title] on [Date]. The tracking information is as follows: [Carrier and Tracking Number].

We shipped [the first textbook or the exemplar from the shipment] on [date] with the tracking information [Carrier and Tracking Number].

We have additionally included the attachment in the shipment for your review.

Regards,

Anti-Counterfeit Best Practices Exhibit C

Complete Exhibit C for each title confirmed by the Publisher as counterfeit following the Publisher's initial review.
To be completed and put in shipment to Publisher that contains the counterfeit textbooks.

											Title	
											Author	
											Edition	
											ISBN 13	
											Supplier	
											Distribution Channel	
											Purchase Date	
											PO/Invoice Number	
											Total Quantity Purchased	
											Quantity Sent for Initial Review	
											Surrendered Quantity Enclosed	