

## **BIBSWITCH Notice of Dispute**

BIBSWITCH is committed to providing a forum for resolving disputes with customers in a fair and efficient manner. If you have a dispute with BIBSWITCH, please contact us right away. If we are unable to resolve the dispute to your satisfaction, please notify us of your dispute by sending this form to our legal department.

Please complete this form in its entirety (printing legibly). Retain a copy for your records and send the completed form by email to [legal@bibswitch.com](mailto:legal@bibswitch.com) (a photograph of the completed form is acceptable if you do not have access to a scanner). A BIBSWITCH representative will respond within 30 days of receiving this form. If the dispute is not resolved to your satisfaction, you may begin arbitration by submitting a Demand for Arbitration to the American Arbitration Association, which can be found at [www.adr.org](http://www.adr.org).

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Please briefly describe the nature of your dispute and attach any supporting documents you wish to provide. If necessary, please use the reverse side or additional paper.

Please briefly describe the relief you would like from BIBSWITCH.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date