

Form C

**NOTICE OF RECALL**

**URGENT – RECALL OF** \_\_\_\_\_

Attention: \_\_\_\_\_  
(NAME OF CUSTOMER CONTACT)

\_\_\_\_\_ is recalling the products listed below because  
(YOUR COMPANY NAME)

Product Name	Brand	Size	Lot Number	Expiry Date, UPC

**Please discontinue selling these products IMMEDIATELY by removing them from display, then count the amount in your inventory and store the removed products in a secure place.**

**Please contact all accounts that you sell this product to immediately and inform them of this recall.**

\_\_\_\_\_ will credit you for the recalled product. Please mark  
(YOUR COMPANY NAME)

the product 'RECALLED". We will call you with further instructions on what to do with the recalled product.

**IMPORTANT**

Please record the time and date you received this Recall Notice and acknowledge receipt by signing and faxing this document to \_\_\_\_\_ at \_\_\_\_\_ .  
(YOUR COMPANY NAME) (YOUR COMPANY FAX #)

Date / Time Received: \_\_\_\_\_ AM  PM  Signature: \_\_\_\_\_

Name of Store / Distributor: \_\_\_\_\_

Amount of Recalled Product on hand: \_\_\_\_\_

Amount of Inventory Distributed/Sold: \_\_\_\_\_

Thank you for your Cooperation in this matter,

Signature \_\_\_\_\_

Contact Info, Position, Company name \_\_\_\_\_