

## **Toner Scams**

Any university department that receives an unsolicited invoice from unknown vendors should suspect that it may be a scam. Fraudulent firms may contact a department asking to update its shipping and copier model number information, then will ship and bill you for toner. Advise your staff not to give any information to a caller from a company they do not know. Your usual supplier has all of the account information needed.

Often, these firms will use the name of an executive in their quest to get a machine model number and to have an order shipped. Ask the caller for his/her name and phone number in order to call back. This request will often result in a hang-up or a revised story from the caller. DO NOT sign and return any order forms faxed to your department by an unfamiliar company.

Favorite quotations: "We understand that you have "x" brand copier (or printer, FAX). If you order now, you can avoid a price increase." "The University President referred me to you." "The price increase has just been announced but if you order now, you can avoid it."

### **Companies to avoid:**

American Digital Solutions Corp.  
Acme Company  
Angeles Distribution Company  
Atlas Business Supplies  
Benchmark Supply  
CCM Supply  
Central Distribution, Inc.  
Certified Supply Center, Inc.  
Commercial Office Systems, Inc. of Tarzana, CA  
Distribution Service Center  
Distribution Warehouse Center  
District Distribution Corporation  
Global Micro Experts  
GT Toner Supplies  
Insite Services  
Inter-coast Supply Center  
International Supply Center  
International Supply Service  
Interstate Distribution  
Laser Imaging  
Laser Works  
Micro Experts  
MicroTek  
National Supply Center  
Premium Marketing Services, Los Angeles, CA  
Reliable Shipping  
Regional Distribution Center  
Regional Supply Center, Inc.  
Supplies Distribution Network (SDN)  
Supply Information Center  
Systems Services  
System Work

Upstate Supply, Inc.  
UTP Digital Directories