OFFICE SUPPLY SCAMS

This scam begins with someone calling and gathering enough information about your company to make an order appear legitimate. Using that information they send a shipment of low quality, overpriced products, along with an invoice. The hope is that a large company will pay the bill before they realize they have been scammed, or they will coerce a payment since the order has already been received.

Be wary of what information you give to unknown callers. Simple information like the name of the person in charge of ordering can make an invoice appear more legitimate.

See this article at Snopes.com for more information -
http://www.snopes.com/crime/fraud/supplies.asp