

**Instructions for Use - Delete before Printing**

Be sure to:

* Add required information where indicated in red.
* Insert the event registration URL you obtained from [www.microsoftpartnerevents.com](http://www.microsoftpartnerevents.com) or [www.microsoftgroupevents.com](http://www.microsoftgroupevents.com) or your own registration URL.
* Add your logo and that of any event co-sponsors in place of the “Insert Partner Logo” circles. Right-click on one of the circles and select “Change Picture.” Then browse to the folder where you have your logo saved on your computer, select your logo, and click “Insert.” Repeat for any additional logos.  Delete any extra circles.

You may also want to:

* Add an offer from the Microsoft Offer Sheet or one of your own offers.
* Customize the font colors.

**Event info:
[Month dd, 2008]
[12:00am-12:00pm]
[Location Name]
[Street Address]
[City, State]**

[Insert Partner Copyright Notice or Trademark Notice]
[Insert Partner Legal and/or Privacy Information]

Come to this event and meet other local businesses, share experiences, and learn how you can help
your business thrive.

**Please join us! Go to [Insert Partner Registration URL] to register today.
Visit** [**www.mslocalbiz.com**](http://www.microsoft.com/smallbusiness/local/default.aspx?xid=G0055#Welcome) **to view valuable offers, access small business resources, and learn about other events in your local area. [or Insert current Microsoft or Partner offer here]**

The best mistakes are the ones you don’t have to make.

 Solutions for Small Business