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Be sure to:

* Add required information where indicated in red.
* 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.

**VERY IMPORTANT!** When using the content, please send an email to [mslocalp@microsoft.com](mailto:mslocalp@microsoft.com) with a copy of your customized campaign template along with your overall distribution (number of customers you are sending the marketing to).

Solutions for Small Business

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[Insert current Microsoft or Partner offer here.]



Today, I’ll be the manager, accountant, and computer geek – all before lunch.