

**Instructions for Use - Delete before Printing**

Be sure to:

* Add the required information where indicated in red.
* Insert the event registration URL for your next event, or your website URL if you don’t have one planned.
* 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.

Solutions for Small Business

Want to run your business more efficiently? Build on the information you’ve gathered at this event by taking the next step.

**Visit www.mslocalbiz.com to view special offers, access small business resources, and learn about other events in your local area.**

Go to [Insert Partner Registration URL] to register for our next event.

[Insert current Microsoft or Partner offer here]

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

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