**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 in the body of the email and the P.S.
* 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 directions to or a map of your event venue in the box on the right.
* Add an offer from the Microsoft Offer Sheet or one of your own offers.
* Customize the font colors.

Solutions for Small Business

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

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

Dear **[Insert Small Business Owner’s Name]**,

Running a small business is very demanding. That’s why we’ve created this opportunity for you to meet other local business people, share experiences, and learn the best ways to:

* + - * Nurture your customer base, generate more referrals, and find new
			customers cost-effectively
			* Keep everyone in your company connected, so your team can stay on top
			of new business developments
			* Operate efficiently by keeping tabs on every aspect of your business

**Please join us! Go to [Insert Partner Registration URL] to register today.**

**Special Offer:**

**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]**

Regards,

**[Insert Signature]**

 **[Insert Your Name]**

**[Insert Your Title]**

**[Insert Your Partner Name]**

**P.S. Registration is fast and easy. Just go to [Insert Partner Registration Web Site URL here].**



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

**Directions/Map**

**[Insert directions to your event venue or a map of your location here]**