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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.

**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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When you’re running a small business, your success depends on your business operating as efficiently as possible. Don’t miss this opportunity to meet other local business people, share experiences, and learn how to work more efficiently. We’ll demonstrate how you can:

* Get everything done right in less time
* Scale your business as needed
* Make the most of your strengths and outsource as necessary
* Use real-time insights to make smarter management decisions

**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 from Microsoft. [Or insert current Microsoft or Partner offer here.]**

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

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