

**Instructions for Use - Delete before Printing**

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.

Solutions for Small Business

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

Visit [**www.mslocalbiz.com**](http://www.mslocalbiz.com) to view valuable offers, access small business resources, and learn about other events in your local area.

[Insert current Microsoft or Partner offer here]

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*your* customer.

