

**IBM and Lotus Sales Assistance Program
Business Development Funds Claim Form - Promotional Merchandise**

This form can be used to claim Business Development Funds for the IBM and Lotus Sales Assistance Program for novelty items used as giveaways in trade show and meetings that promote the IBM or Lotus Partner firm and its software relationship with IBM or Lotus.

This form is to be used by base-software program participants at the Advanced level of membership. Premier level members would normally file for expenses using the PartnerRewards URL at www.ibm.com/partnerrewards.

BUSINESS PARTNER NAME: _____ (R)
INTERNET E-MAIL ADDRESS: _____ (R)
BUSINESS PARTNER PHONE/FAX: _____ (R)
BP ID: (provided in the welcome package) _____ (R)
PLAN YEAR _____ (R)
ESTIMATED SOFT DOLLAR EARNINGS _____ (R)

DESCRIPTION OF PROMOTIONAL MERCHANDISE

AMOUNT: \$ _____ (R)
DESCRIPTION: _____ (R)
START DATE: _____ (R)
END DATE: _____ (R)
VENDOR NAME: _____ (R)
VENDOR NUMBER: _____ (R)

OBJECTIVE _____
TARGET AUDIENCE _____
POTENTIAL REVENUE \$ _____

Please sign below to indicate that the above expenses are in support of IBM/Lotus marketing related expenses, and that this is the only time that these expenses have or will be submitted to IBM for reimbursement.

Business Partner Authorized Signature _____
Date

Printed Name

FOR ADMINISTRATION CENTER USE ONLY:

Date Received Claim # Log # Administrator

Business Development Funds Claim Form - Promotional Merchandise

Qualifying expenses are promotional items from any source. Charges include the cost of the item, custom imprinting, freight, and setup charges. Items must include the IBM Business Partner Emblem and must comply with the IBM or Lotus Business Partner Program Emblem Usage Guidelines. Ineligible expenses include expedite charges and items that contain competitive emblems, names, etc.

Supporting documentation required are the itemized third party invoices along with a sample, photograph or photocopy of the items showing the IBM or Lotus Business Partner Emblem and your company logo. If the item was purchased through an IBM or Lotus catalog, keep a copy of the cover page and item page on file.

Your participation in Business Development Funds for the IBM and Lotus Sales Assistance Program, indicated by your first submission of a Claim Form for the IBM and Lotus Sales Assistance Program or a PartnerRewards Activity List (PAL) for the IBM and Lotus Sales Assistance Program to IBM, shall signify your acceptance of the terms and conditions contained in Business Development Funds for the IBM and Lotus Sales Assistance Program.

Please print the form, sign the form, attach the supporting documentation/invoices, and mail the package to:

Maritz Canada
Attn: IBM and Lotus Sales Assistance Program
1900 Minnesota Court, Suite 125
Mississauga, Ontario
L5N 3C9
Canada

This form was last modified on June 23, 1999.