

THIS IS A GENERIC TEMPLATE. If necessary, modify its format to comply with standards in each local geo.

NOTE – TYPE SET IN GREEN DOES NOT PRE-PRINT – IT GETS LASER PRINTED INSTEAD

7.25"

Company Street Address, City, State, Zip Code

Business Partner logo

PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
IBM CORPORATION

5.25"

IBM Business Partner

Sample A. Sample Company  
123 Any Street  
Any Town, NY 10010  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

IBM

WDM

Client:  
**IBM**

Job Number:  
**IBM-LTC-O21206**

Product:  
**Lotus Cookbook**

Description:  
**Lotus Exec. Invite Business Partners OE C#2C24392**

Publication:  
**n/a**

Space/Unit:  
**5.25" x 7.25"**

Issue Date:  
**3-29-02**

Code/Extension:  
**n/a**

Account Executive:  
**J. Reiss**

Asst. Account Executive:  
**K. Yee**

Art Director:  
**D. Healy**

Copywriter:  
**n/a**

Customer Service Rep:  
**L. Garcia**

Production Manager:  
**A. Marasovic**

Production Associate:  
**M. Mitchell**

Cost Control:  
**n/a**

Vendor:  
**Studio**

File Name: Form 1  
F11 R4 T1

**Notes to Production for replacing FPO art in templates:**

- 1) All art work marked FPO must be replaced.
- 2) Lotus art files must be prepared in CMYK or Two Color.  
Refer to the Lotus Cookbook for these options.
- 3) Business Partner art files must be prepared in Two Color.  
Refer to the Lotus Cookbook for all the approved colors.
- 4) Option for PMS color pending FPO logo

COMPANY STREET ADDRESS...:  
*IBM BODONI REGULAR ITALIC 9PT/11PT*

HEADLINE:  
IBM HELVETICA CONDENSED LIGHT 16PT/17PT

SAMPLE A. SAMPLE:  
IBM HELVETICA LIGHT 9PT/11PT

INDICIA:  
IBM HELVETICA CONDENSED LIGHT 6PT/9PT

INDICIA (BOLD):  
**IBM HELVETICA CONDENSED BOLD 6PT/9PT**