

**IBM and Lotus Sales Assistance Program  
Business Development Funds Claim Form - Communications Expenses**

This form can be used to claim Business Development Funds for communications expenses in support of the IBM and Lotus Business Partner relationship.

This form is to be used by base-software program participants at the Advanced level of membership. Premier level members should file for expenses using the URL for PartnerRewards at [www.ibm.com/partnerrewards](http://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 COMMUNICATIONS ACTIVITY - KEY THE AMOUNT

Global Services - BP connectivity to IBM \$ \_\_\_\_\_

START DATE: \_\_\_\_\_ (R)  
END DATE: \_\_\_\_\_ (R)  
VENDOR NAME: \_\_\_\_\_ (R)  
INVOICE NUMBER: \_\_\_\_\_ (R)

OBJECTIVE \_\_\_\_\_  
TARGET AUDIENCE \_\_\_\_\_  
POTENTIAL REVENUE \_\_\_\_\_

Please sign below to indicate that the above expenses are in support of IBM and 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 ADMINISTRATIVE CENTER USE ONLY:

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Claim #

\_\_\_\_\_  
Log #

\_\_\_\_\_  
Administrator

## Business Development Funds Claim Form - Communications Expenses

Qualifying expenses are listed above in the description of communications. The communication expense must be in support of the IBM and/or Lotus Business Partner relationship. Ineligible expenses include services which support normal business operations. If the specific expense is not listed, it is not eligible for expense reimbursement under the Streamlined Claiming Option.

Supporting documentation required are the itemized third party invoices.

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

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.