IBM and Lotus Sales Assistance Program
Business Development Funds Claim Form - Associations

This form can be used to claim Business Development Funds (BDF) for the IBM and Lotus Sales Assistance Program for associations or association related expenses.

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 URL for PartnerRewards at www.ibm.com/partnerrewards.

BUSINESS PARTNER NAME: _____ (R)
INTERNET E-MAIL ADDRESS: _____ (R)
BUSINESS PARTNER PHONE/FAX: _____ (R)
BUSINESS PARTNER ID: (PROVIDED IN THE WELCOME PACKAGE) _____ (R)
PLAN YEAR   _____ (R)
ESTIMATED SOFT DOLLAR EARNINGS   _____ (R)

DESCRIPTION OF ASSOCIATIONS - SELECT ONE OF THE FOLLOWING AND KEY THE AMOUNT:

Annual Lotus Business Partner Program Fee	_____	$_____
Value Packages	_____	$_____
Additional Lotus CD Subscription	_____	$_____

START DATE: _____ (R)
END DATE: _____ (R)
VENDOR NAME: _____ (R)
INVOICE NUMBER: _____ (R)

OBJECTIVE   _____
TARGET AUDIENCE   _____
POTENTIAL REVENUE   _____
NAME OF ASSOCIATION   _____

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 USE ONLY:

_____   _____   _____   _____
Date Received   Claim #   Log #   Administrator

Qualifying expenses are listed above in the description of associations. If a 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 or proof of payment for the line items listed above.

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