

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

This form can be used to claim Business Development Funds for the IBM and Lotus Sales Assistance Program for up to three IBM think pads, purchased in the current year, which are used for demonstration purposes. Only one claim for equipment support expenses can be submitted per year, so you must wait until you have purchased all think pads for which you desire reimbursement, to submit your claim. 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](http://www.ibm.com/partnerrewards).

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

DESCRIPTION OF DEMO EQUIPMENT - PLEASE ENTER THE TOTAL AMOUNT OF THE EXPENSE:  
 Up to three IBM think pads purchased during the current year,  
 all must be submitted on the same claim form \$ \_\_\_\_\_ (R)

THINK PAD #1  
 MACHINE TYPE \_\_\_\_\_ (R)  
 SERIAL # \_\_\_\_\_ (R)  
 START DATE/PURCHASE DATE \_\_\_\_\_ (R)  
 END DATE/PURCHASE DATE \_\_\_\_\_ (R)  
 VENDOR NAME \_\_\_\_\_ (R)  
 INVOICE NUMBER \_\_\_\_\_ (R)

THINK PAD #2  
 MACHINE TYPE \_\_\_\_\_ (R)  
 SERIAL # \_\_\_\_\_ (R)  
 START DATE/PURCHASE DATE \_\_\_\_\_ (R)  
 END DATE/PURCHASE DATE \_\_\_\_\_ (R)  
 VENDOR NAME \_\_\_\_\_ (R)  
 INVOICE NUMBER \_\_\_\_\_ (R)

THINK PAD #3  
 MACHINE TYPE \_\_\_\_\_ (R)  
 SERIAL # \_\_\_\_\_ (R)  
 START DATE/PURCHASE DATE \_\_\_\_\_ (R)  
 END DATE = PURCHASE DATE \_\_\_\_\_ (R)  
 VENDOR NAME \_\_\_\_\_ (R)  
 INVOICE NUMBER \_\_\_\_\_ (R)

THESE THINK PADS ARE USED FOR:  
 OBJECTIVE \_\_\_\_\_ (R)  
 TARGET AUDIENCE \_\_\_\_\_ (R)  
 POTENTIAL REVENUE \_\_\_\_\_ (R)

PLEASE COMPLETE THE SECOND PAGE OF THIS FORM:

## Business Development Funds Claim Form - Equipment Support Expenses

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. By signing here, you are verifying that these IBM think pads are used for demonstration purposes only.

\_\_\_\_\_  
Business Partner Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

FOR ADMINISTRATIVE CENTER USE ONLY:

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

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

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

\_\_\_\_\_  
Administrator

Qualifying expenses are listed above in the description of demo equipment support. The equipment expense must be in support of the IBM or Lotus Business Partner relationship. Ineligible expenses include accessories, non IBM features and machines, late fees, charges for lost assets, equipment for resale, and equipment for support of 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 and a copy of the demo agreement or exhibit..

Your participation in 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 Claim Form or a PartnerRewards Activity List to IBM, shall signify your acceptance of the terms and conditions contained in the User Guide for Business Development Funds for 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

The form was last modified on June 23, 1999.