



EasyLink Fax Logo/Letterhead Registration Form

Complete separate form for each logo to be registered. Attach an original example of the logo to this form.

EID: _____ User Name: _____ EasyLink Number: _____

Company Name: _____ Fax Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Contact Phone Number: _____

- 1) What is the purpose of this request? (check one)
- Register a new logo. Specify a logo name for identification of this logo (up to 8 alpha- numerics beginning with an alpha.)

- Replace an existing registered logo. Enter the existing logo name registered.

- 2) Logo placement (check one)

- Top of page (T)
- Bottom of page (B)

* If your stationery contains information at both the top and bottom of the page, it must be registered as two separate logos. If yes, please specify form name(s).

- 3) Specify the pages on which your logo should appear within your message (check one)

- First page only (F)
- Second and subsequent pages, only (R)
- All pages (A)

List of EIDs authorized to access this logo.

- 4) Logo Access (check one)

- The form should be made available to all user names associated with above EIDs.
- Please limit the access of the logo to the following user names:

EID _____ User Name _____

EID _____ User Name _____

EID _____ User Name _____

Complete a copy of this form for each logo you wish to register.

Billing Account Number: _____

Set up Charge: \$200 _____

Send this completed request with logo example to:

Easylink Services Corp.
Attn: IMS Logo Coordinator
303 Corporate Center Drive, Suite 101
Vandalia, OH 45377-1171

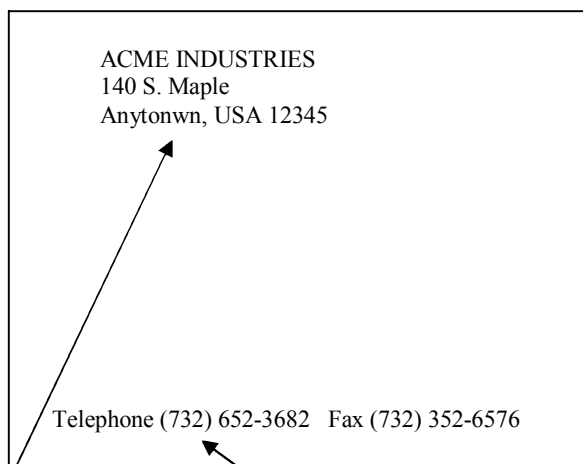
Or email:
logos@easylink.com

Within approximately two weeks, a message will be sent to your Easylink Number: (above) confirming that your logo(s) are safe-stored within the EasyLink system.

Instructions

Logo/Letterhead Registration

- Complete a copy of the form for each logo you wish to register. There is no limit to the number of logos you can register.
- Attach a full page example for each logo that shows its exact position on the page. For best results:
 - The logo should be on original stationary (no photocopies)
 - The logo itself may be up to 10 inches long.
 - Submit a version of your logo in black and white.
- Choose a unique logo name (up to 8 alphanumeric characters) for each logo submitted. This name identifies the logo and is used to specify the inclusion of the logo within a specific fax message. To specify the logo to appear on a fax message, you would type the command/LOGO followed by the "logo name" on the first line of the message text.
- Specify whether the logo is to appear on the top of the page or at the bottom of the page.



Top of Page Logo

Bottom of Page Logo

- Letterhead information which appears at both the top and bottom of the page is treated as two unique logos (see diagram above). A separate registration form must be completed for each.
- When transmitted to a fax machine, the top and bottom logos will be positioned as follows:

- **TOP LOGO** 3 lines (1/2") from the top of page message text will start 2 lines (1/3") below the logo.
- **BOTTOM LOGO** 3 lines (1/2") from the bottom margins: message text will stop 2 lines (1/3") above the logo.
- The horizontal placement of each logo (placement from the left and right margins) will appear on the delivered fax message(s) as submitted. Logo images are the entire page width. Therefore, message text cannot be placed next to a logo.
- Specify whether the logo is to appear on the 1st page only, all pages, or on the 2nd and subsequent pages of the message text.
- After you have received a confirmation to your EasyLink Number that your logo is safe-stored within the EasyLink system, you may designate the logo to be an auto logo. An auto logo is automatically placed on every fax message sent, eliminating the need to specify a logo command for each fax message.

For EasyLink Fax user information
Type HELP FAX
at the PTS Prompt on EasyLink.
