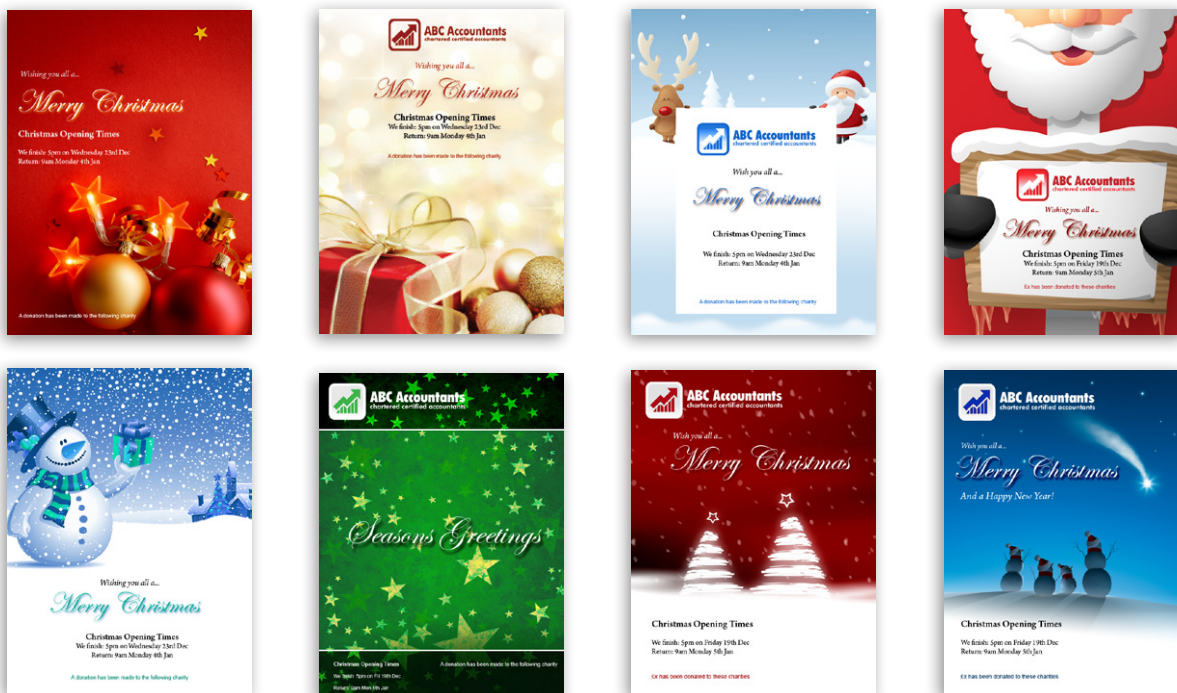


eCards - choose your festive design



How your eCard will be personalised

You can decide what message you wish to send to your clients. This could include a festive greeting, office opening times, or both.

The charities you choose to support will be displayed here.



Personalised with your logo - positioned to complement the design.

Your chosen design will be personalised to match your house colours.

The charities who may benefit

We have selected four national charities. Or you can support a local charity of your choice. The donation can be split in any combination.



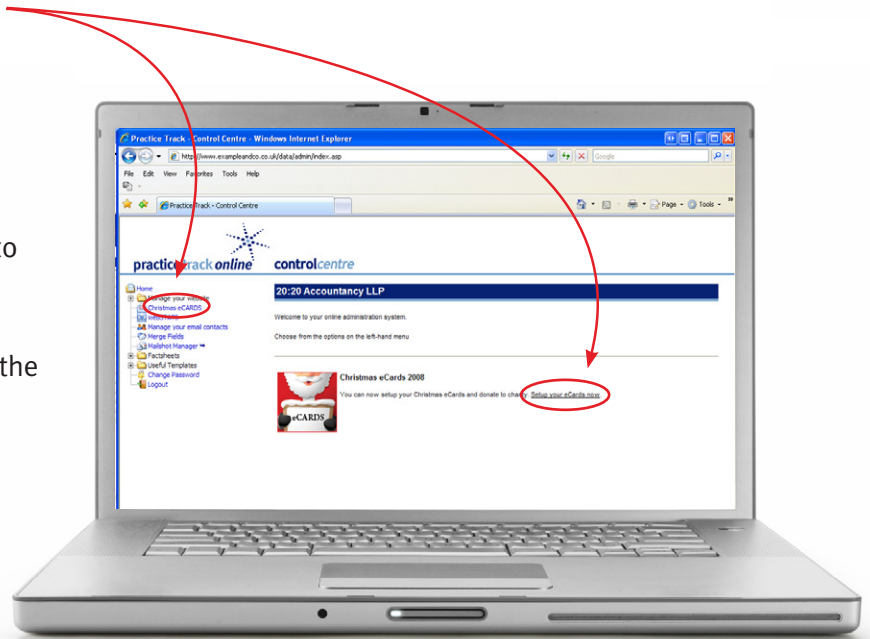
How to order your eCard

Visit www.practicetrackonline.co.uk and login to your admin area

If you have forgotten your user name and password email support@practicetrackonline.co.uk

Click on *Christmas eCard* and our online form will guide you through the process

- Choose a design.
- Tell us what message you would like to add.
- Let us know how you would like your donation to be split and the name of the local charity if this option is chosen.
- Submit your order.



What next?

Proofing the eCard

We will send you an eCard proof for you to approve.

Sending the eCards to your clients and contacts

On Monday 16 December we will send the eCards to your clients and contacts. Make sure you upload the details of everyone you would like your eCard to go to in the 'Manage your email contacts' folder.

Your donation

Should you decide to make a donation you will be responsible for sending it directly to the charities you have chosen.