

**From: TOUCHPOINT COMMUNICATIONS, INC.
OUR FAX NUMBER IS: (888) 356-5566**

**TO:
COMPANY:
FAX NUMBER:
EMAIL ADDRESS:
DELIVERY MONTH: February 2006
ACCOUNT NO:**

Dear M.:

IMPORTANT - Immediate faxed response necessary regarding your newsletter layout and design.

* This is your preliminary newsletter layout. If this proof does not have your personalization (i.e. photo, logo, compulsory text, etc.) Please email it to touchpoint@touchpointcom.com . Please include your account number in the subject line (example: *account 1234, corrections for proof*).

* Please review carefully. Mark all your corrections directly on the layout, and fax it back to us at (888) 356-5566. **PLEASE DO NOT CALL US WITH CHANGES - FAX THEM ONLY!**

* We will email and fax back your corrections. All layouts should be approved not later than the 18th of the month. After you have signed off your approval, we will not be responsible for free reprints or credits if subsequent errors are found. We will, however, make the corrections for the next issue.

* We will make no changes automatically on your newsletter issue without you having first initiated it by faxing or by emailing us the changes before the deadline, which is the 1st of the month prior to the delivery month (example: if you receive a newsletter in January, then changes must be sent to us before December 1st).

* Please date and sign your approval below before faxing it to us. Because our printing deadlines, we appreciate you giving this matter your immediate attention.

*****PLEASE CHECK ONE*****

____ Not approved yet, (make changes or notes on layout).
____ Yes. Without changes to layout. This is my FINAL APPROVAL.

APPROVED BY _____ DATE _____

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