

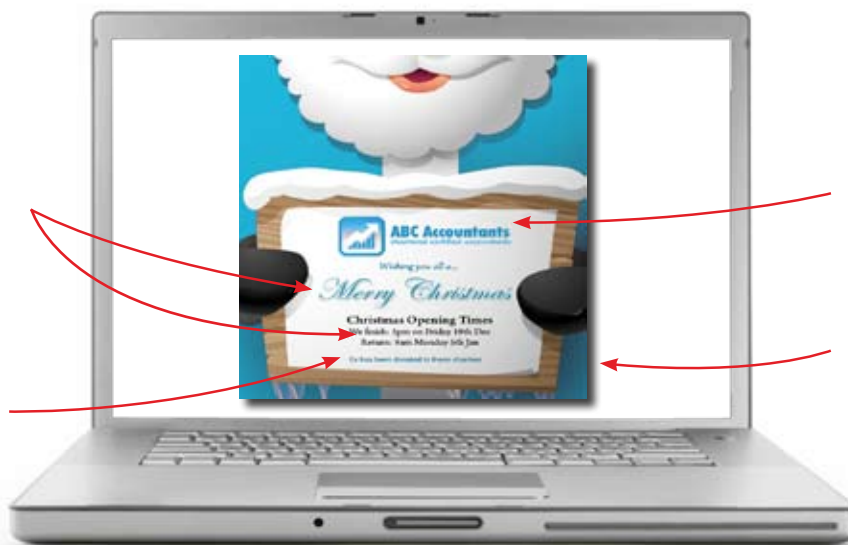
eCards - choice of designs available



How your eCard will be personalised

Include a seasonal greeting, office opening times or both. You decide what message you want your client to receive.

The list of charities you are supporting will be displayed.



Personalised with your logo - positioned to complement the design.

Your chosen design will be coloured to reflect 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



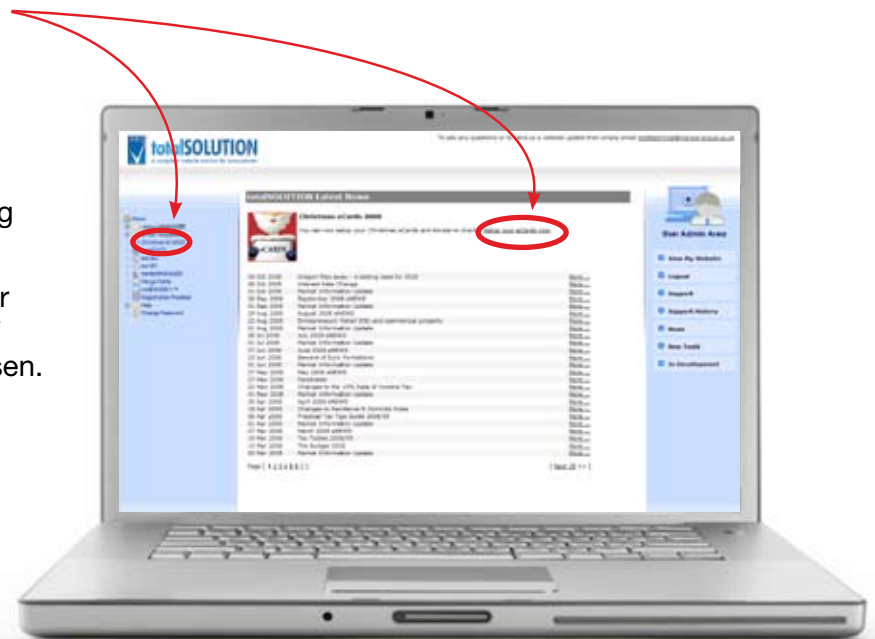
How to order your eCard

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

If you have forgotten your user name and password email totaltechnical@mercia-group.co.uk

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

- Select your design
- Tell us what message and/or greeting you would like
- 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 create a proof of your eCard and send it to you for approval.

Sending the eCards to your clients and contacts

On Wednesday 17 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 contactMANAGER.

Your donation

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