

# Microsoft Office 2003 North America Retail Technology Guarantee Coupon

## **Eligibility Requirements**

If you acquire any Retail or Academic Microsoft® products listed below between August 15, 2003 and November 30, 2003, you are eligible to obtain the corresponding or the closest equivalent Microsoft® Office 2003 product when available, for the cost of shipping and handling (\$12.95 US & \$19.50 CDN), plus applicable sales tax.

<b>Retail Suites Acquired During Technology Guarantee Program</b>	<b>Retail Editions Shipped Upon Receipt of Technology Guarantee Claim</b>
Office XP Standard or Office XP Standard Version Upgrade	Office Standard 2003 Version Upgrade English 021-06153 French 021-06395
Office XP Professional or Office XP Professional Version Upgrade	Office Professional 2003 Version Upgrade English 269-06752 French 269-06933
Office XP Standard for Student and Teacher	Office Student and Teacher Edition 2003 English English 503-00288 French 503-00281

<b>Retail Core Programs Acquired During Technology Guarantee Program</b>	<b>Retail Core Programs Shipped Upon Receipt of Technology Guarantee Claim</b>
Word 2002 or Word 2002 Version Upgrade	Word 2003 Version Upgrade English 059-04276 or French 059-04429
Excel 2002 or Excel 2002 Version Upgrade	Excel 2003 Version Upgrade English 065-03867 or French 065-04042
Outlook® 2002	Outlook 2003 English 543-01904 or French 543-02024
PowerPoint® 2002 or PowerPoint 2002 Version Upgrade	PowerPoint 2003 Version Upgrade English 079-01879 or French 079-01994
Access 2002 or Access 2002 Version Upgrade	Access 2003 Version Upgrade English 077-02871 or French 077-03026
FrontPage®2002 or FrontPage 2002 Version Upgrade	FrontPage 2003 Version Upgrade English 392-02323 or French 392-02423
Publisher 2002 English	Publisher 2003 English 164-02811
Publisher 2002 French or Publisher 2002 French Version Upgrade	Publisher 2003 French Version Upgrade French 164-02997
Publisher Deluxe 2002 English	Publisher w/Digital Imaging 2003 English A01-00017
Visio® Standard 2002 or Visio Standard 2002 Version Upgrade	Visio Standard 2003 Version Upgrade English D86-01664 or French D86-01765
Visio Professional 2002 or Visio Professional 2002 Version Upgrade	Visio Professional 2003 Version Upgrade English D87-01593 or French D87-00717
Project Standard 2002 or Project Standard 2002 Version Upgrade	Project Standard 2003 Version Upgrade English 076-02665 or French 076-02714
Project Professional 2002 or Project Professional 2002 Version Upgrade	Project Professional 2003 Version Upgrade English H30-00465 or French H30-00509

Academic Editions Acquired During Technology Guarantee Program	Academic Editions Shipped Upon Receipt of Technology Guarantee Claim
Office XP Standard Academic Edition English or French	Office Standard 2003 Academic Edition English or French
Office XP Professional Academic Edition English or French	Office Professional 2003 Academic Edition English or French
Publisher 2002 Academic Edition English or French	Publisher 2003 Academic Edition English or French
FrontPage 2002 Academic Edition English or French	FrontPage 2003 Academic Edition English or French
Project Standard 2002 Academic Edition English	Project Standard 2003 Academic Edition English
Visio Standard 2002 Academic Edition English or French	Visio Standard 2003 Academic Edition English or French
Visio Professional 2002 Academic Edition English or French	Visio Professional 2003 Academic Edition English or French

### **Microsoft Office XP Step Up Opportunity**

Additionally, if you acquire Office XP Standard between August 15, 2003 and November 30, 2003, you are eligible to obtain an upgrade to Microsoft Office Professional Edition 2003 or Microsoft Office Small Business Edition 2003 in one of the following ways:

- If you acquire Office XP Standard, you may receive Office Professional Edition 2003 for \$100 (\$150 CDN). If you acquire Office XP Standard, you may receive Office Small Business Edition 2003 for \$50 (\$75 CDN).

*Additional charges for shipping and handling still apply and all claim materials must be submitted to validate the Retail Technology Guarantee and if so elected the upgrade purchase choice as described below. This offer is valid for Office XP Standard products only. This offer is not available for Academic Editions or Office XP Standard for Students and Teachers.*

Retail Suites Acquired During Technology Guarantee Program	Retail Editions Shipped Upon Receipt of Technology Guarantee Claim	Product Cost
Office XP Standard or Office XP Standard Version Upgrade English or French	Office Professional 2003 Version Upgrade English 269-06752 or French 269-06933	\$100US/\$150CDN
Office XP Standard or Office XP Standard Version Upgrade English or French	Office Small Business 2003 Version Upgrade English 588-02638 or French 588-02734	\$50US/\$75CDN

### **Step by Step instructions for ordering your product:**

To receive your product, simply complete the order form below and mail it, along with your proof of purchase and payment, to the address listed at the end of the order form. This offer is valid for purchases made between August 15, 2003 through November 30, 2003. **Order must be postmarked no later than December 31, 2003.**

#### **Retail Customer Requirements:**

To qualify for this offer you must provide the following proof of purchase items:

1. Submit a copy of the dated sales receipt for your Microsoft Office XP product (verify that it is legible and includes the retailer/reseller identify information and the purchase date, which must fall between August 15, 2003 and November 30, 2003; and
2. Submit the *complete* original box top OR original manual's title page.

Please ensure the payment and coupon below is included when mailing in proof of purchase items.

### **Terms and Conditions:**

Products shipped upon availability. If you have questions regarding the Microsoft Office 2003 Technology Guarantee or would like to check the status of your order you may call: (866) 616-0657. Offer valid on items obtained between August 15, 2003 and November 30, 2003. Materials must be postmarked no later than December 31, 2003. Microsoft Office 2003 products will ship on CD-ROM media only.

**Note:** Pending inventory availability please allow 4-6 weeks for delivery upon receipt of this order coupon by Microsoft. Microsoft Office 2003 Editions and the individual 2003 core programs will ship out after 10/15/2003.

- Offer valid only in the 50 United States and Canada for Retail License customers.
- This offer is not valid for OEM or Volume License customers.
- Only, North American English and French versions will be fulfilled. Outside the 50 United States, the District of Columbia and Canada, contact your local subsidiary for availability and pricing.
- Start and end dates of the Technology Guarantee Program vary by country, contact your local subsidiary for more information.
- All orders must be accompanied by **proof of purchase** (described above) in order to be processed.
- Select the appropriate product(s) below on the Microsoft Office 2003 Technology Guarantee Order Form, add the shipping and handling costs per unit, and applicable sales tax at the bottom of the order form.
- Customers are eligible for 1 upgrade product per Proof of Purchase provided for the Microsoft Office 2003 product purchased between August 15, 2003 and November 30, 2003. (Please see above under "Retail Customer Requirements" for proof of purchase details.)
- Maximum quantity limit of 1 Technology Guarantee Order Form per company, customer, or address.
- Offer applies only to initial purchases or acquisitions of Office XP product.

**Microsoft® Office 2003 Technology Guarantee Order Form  
- Retail License Customer Coupon -**

**Microsoft Office XP Product:**

- Place a check next to the product(s) that qualifies you for this offer.
- Please submit all Customer Requirements that are listed for each item that you check.
- Customers are eligible for 1 upgrade product per Proof of Purchase provided for Microsoft® Office Product purchased between August 15, 2003 and November 30, 2003. (See above under “Retail Customer Requirements” for proof of purchase details.)

Date of Purchase	Retail Suites Acquired During Technology Guarantee Program Between August 15, 2003 and November 30, 2003		Retail Editions Shipped Upon Receipt of Technology Guarantee Claim
	Check here	Product Description	Product Description
		<b>Retail Products</b>	
		Office XP Standard	Office Standard Edition Version Upgrade 2003 English 021-06153 or French 021-06395
		Office XP Professional	Office Professional Edition 2003 English 269-06752 or French 021-06395
		Office XP Standard for Student and Teacher	Office Student and Teacher Edition 2003 English 503-00288 or French 269-06933
		Word 2002	Word 2003 English 059-04276 or French 059-04429
		Excel 2002	Excel 2003 English 065-03867 or French 065-04042
		Outlook 2002	Outlook 2003 English 543-01904 or French 543-02024
		Power Point 2002	Power Point 2003 English 079-01879 or French 079-01994
		Access 2002	Access 2003 English 077-02871 or French 077-03026
		Front Page 2002	Front Page 2003 English 392-02323 or French 392-02423
		Publisher 2002	Publisher 2003 English 164-02811 or French 164-02997
		Publisher Deluxe 2002	Publisher w/Digital Imaging 2003 English A01-00017
		Visio Standard 2002	Visio Standard 2003 English D86-01664 or French D86-01765
		Visio Professional 2003	Visio Professional 2003 English D87-01593 or French D87-00717
		Project Standard 2002	Project Standard 2003 English 076-02665 or French 076-02714
		Project Professional 2002	Project Professional 2003 English H30-00465 or French H30-00509
		<b>Academic Edition Products (AE)</b>	
		Office XP Standard AE	Office 2003 Standard AE English 021-06154 or French 021-06348

		Office XP Professional AE	Office 2003 Professional AE English 269-06753 or French 269-06893
		FrontPage 2002 AE	FrontPage version 2003 AE English 392-02322 or French 392-02448
		Publisher 2002 AE	Publisher version 2003 AE English 164-02812 or French 164-02973
		Project Standard 2002 AE	Project Standard 2003 AE English 076-02664
		Visio Standard 2002 AE	Visio Standard 2003 AE English D86-01663 or French D86-01764
		Visio Professional 2002 AE	Visio Professional 2003 AE English D87-01592 or French D87-01698
		<b>Office XP Step Up Upgrade</b>	
		Office XP Standard	Office Professional Edition 2003 (\$100US/\$150CDN) English 269-06752 or French 269-06933
		Office XP Standard	Office Small Business Edition 2003 (\$50US/\$75CDN) English 588-02638 or French 588-02734
		<b>Step-Up Upgrade amount on Retail Product ( If upgrading)</b>	
		<b>Shipping &amp; Handling per unit* (\$12.95 US/\$19.50 CDN)</b>	
		<b>Subtotal</b>	
		<b>Sales Tax*</b>	
		<b>Total</b>	

\*U.S.: All customers must include sales tax (except in AK, DE, MT, NH, OR): Multiply Subtotal by the tax rate for your state.  
CANADA: Apply GST/HST as required, PST in BC & ON only and QST in QC.  
Microsoft reserves the right to correct tax amounts as required by law, without notice.

**Please print the following customer information:**

\_\_\_\_\_  
First Name Last Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Shipping address

\_\_\_\_\_  
City State/Province Zip/Postal Code

\_\_\_\_\_  
Daytime Phone (in case we have a question about your order)

\_\_\_\_\_  
Email Address (optional: email will be used to send order confirmations)

**Payment Method:**

- Check  Money Order

\_\_\_\_\_  
Check/Money Order #  
(Please make check or money order payable to Microsoft. Cash or purchase orders not accepted. Check will be deposited upon shipment.)

Visa

MasterCard

American Express

Discover

\_\_\_\_\_  
Card #

\_\_\_\_\_  
Exp. Date

X  
\_\_\_\_\_  
Cardholder Signature

For applications within the 50 United States send all items to:

Microsoft Office 2003 Technology Guarantee  
PO Box 5237  
Clifton, NJ 07015-5237

For applications in Canada send all items to:

Microsoft Office 2003 Technology Guarantee Upgrade  
PO BOX 643  
Fort Erie, ON L2A6M1