

** Notice of Request to Self-Audit **



<<DATE>>

<<CUST_CONTACT_FULLNAME>>

<<COMPANY_NAME>>

<<COMPANY_ADDRESS>>

<<CO_CITY>>. <<CO_STATE>> <<CO_ZIP>>

Re: Microsoft Licensing internal self-audit of Microsoft products in use throughout your organization

Referenced Agreement: <<PROGRAM TYPE>> Agreement No: XXX-ZZZZZZ (“Agreement”) between Microsoft Licensing, G.P. (“Microsoft”) and <<COMPANY_NAME>>

Dear <<CUST_FNAME>>,

In accordance with the Verifying Compliance clause of the Agreement, Microsoft respectfully requests that <<COMPANY NAME>> conduct an internal audit of all Microsoft products in use throughout your organization, comparing the number of products in use to the number of effective licensing the Company is entitled to use through purchases made in <<COMPANY_NAME>>’s name with Microsoft.

A representative of Microsoft Licensing will contact <<COMPANY_NAME>> to discuss the internal self-audit requirement and process. Should you organization elect to engage outside resources to assist you in your internal audit, Microsoft will not fund these resources. Following the internal self-audit, please deliver to Microsoft a written statement signed by an officer of your company, certifying that <<COMPANY_NAME>> (i) has sufficient licenses to permit all usage disclosed by the audit or (ii) <<COMPANY_NAME>> has ordered sufficient licenses to permit all usage disclosed by the audit. The purpose of the internal self-audit is to allow the parties to update the number of licenses granted under the Agreement. Please be advised that any removal of Microsoft software currently in use across your enterprise as of the date of your receipt of this notice in order to comply with existing contracted number of licenses will be considered a violation of the terms of the Agreement. An example of self-certification email has been provided below for your convenience.

Please e-mail a PDF of the completed self-certification to <<MSLIGP_REP_NAME>> at <<GP_REP_EMAIL_ADR>> and ensure any orders for licenses to comply with usage disclosed by the audit have been completed by no later than <<DEADLINE>>.

Microsoft’s Assessment and Planning Toolkit (MAP), available free of charge, may be helpful in determining what products are in use in <<COMPANY_NAME>>’s environment, however its use is not mandatory to complete the internal self-audit. For more details and instructions on how to download the MAP Toolkit, please visit www.microsoft.com/map.

We value the relationship with <<COMPANY_NAME>> and look forward to your support in completing this self-certification process. If you have any questions relating to the inspection, please do not hesitate to contact <<MSLIGP_REP_NAME>>.

We appreciate your attention to this matter, and look forward to your response.

Sincerely,

Finance Director
Microsoft Licensing GP

cc: <<SPONSOR_MSATTORNEY >>, Senior Attorney, Microsoft Corporation

INTERNAL SELF-AUDIT CERTIFICATION (please choose one)

I, <<INSERT COMPANY/CUSTOMER OFFICER NAME>>, on behalf of <<INSERT COMPANY/CUSTOMER NAME>>, hereby certify that the internal self-audit completed is accurate to the best of my knowledge and <<INSERT COMPANY/CUSTOMER NAME>> has sufficient licenses to permit all usage disclosed by the audit.

Signature: _____ Date: _____

Print Name: <<INSERT COMPANY/CUSTOMER OFFICER NAME>>

Position/Title: <<INSERT COMPANY/CUSTOMER OFFICER TITLE>>

OR

I, <<INSERT COMPANY/CUSTOMER OFFICER NAME>>, on behalf of <<INSERT COMPANY/CUSTOMER NAME>>, hereby certify that the internal self-audit completed is accurate to the best of my knowledge and <<INSERT COMPANY/CUSTOMER NAME>> has ordered sufficient licenses to permit all usage disclosed by the audit.

Signature: _____ Date: _____

Print Name: <<INSERT COMPANY/CUSTOMER OFFICER NAME>>

Position/Title: <<INSERT COMPANY/CUSTOMER OFFICER TITLE>>