

Hello – my name is **[Insert Sales Representative Name here]**. I represent **[Insert your company name here]** in your area. **[Insert 1 – 2 sentences with company background here]**.

I'd like to take a moment to tell you about a software application that will make it easier for you to more effectively manage any project -- large or small.

If you're like most people in business today, you understand that good project management skills are an extremely valuable asset. Managing all the details and dependencies associated with complex projects can be a complicated and time-consuming process. That's why we developed Microsoft Project 2000. This powerful and flexible application is designed to help manage a full range of projects. With powerful analytical tools, an intuitive interface, and amazing flexibility, Microsoft Project is the standard software tool for both Business and Project Management Professionals.

Microsoft Project 2000 gives you and your teams the flexibility to collaboratively plan and track projects across the entire organization and deliver the results your business demands. It allows you to easily:



- Group tasks and resources to organize data for your specific project's needs.
- Simplify your data with graphical indicators to provide a clear, visual representation of tasks or available resources.
- Quickly alert your team to upcoming deadlines, project milestones, or schedule changes.
- Be productive quickly as Microsoft Project 2000 has the same look and feel of Office 2000 programs.
- Calculate costs or other data directly within Project.

Companies like Turner Broadcasting and The Prudential Insurance Company of America are using Microsoft Project 2000 to help teams meet deadlines and ensure clear communications.

Computerworld agrees: "Highly recommended. An all-around excellent value that's well-suited for professional and novice project managers and planners. It offers a comprehensive array of project management, data analysis and communication tools."

As you can see, Microsoft Project 2000 provides a great project management solution to help you manage the complex more quickly, efficiently and effectively.

Visit us online at **[Insert Company Web Site URL here]** or give me a call at **[Insert company phone number here]**. I would be happy to answer any of your questions.

Sincerely

[Insert Sales Representative name and Company name here]