

Extranet E-mail Samples

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o *E-mail quote to customer*

From: Robin Monk [Robin.Monk@cameo.com]
Sent: Thursday, October 5, 2000 2:20 PM
To: John.Q.Schmuck@sillywilly.com
Subject: Cameo Quote

Dear Mr. Schmuck:

The following quote has been created. This quote expires on Oct. 15, 2000. To submit your quote as an order, visit the Cameo Extranet, select Order Summary, and then the "Submit Order" button.

Quote Summary:

Agency/Company Name: Silly Willy
Contact: John Q. Schmuck
Address: 1212 Fifth Ave.
City: New York
State: NY
Zip: 80720
Phone: 212-555-0123
Fax: 212-555-1234
Cameo Account Rep: Robin Monk, (949) 932-6746

<u>Campaign</u>	<u>Show Name</u>	<u>Total Impressions</u>	<u>Qty Price</u>
Intel's Football Follies	Show One	10,000	100 cpm
Sun's Comedy Classics	Show Two	10,000	100 cpm
IBM's Best Of The Web	Show Three	10,000	100 cpm
Grand Total:			3,000

I look forward to processing your order with Cameo. Please do not hesitate to contact me should you have any questions or comments.

Thank you,
Robin Monk
Cameo Sales Representative
(949) 932-6746
Robin.Monk@cameo.com
www.cameo.com

Order Quote Status

- **Submit order:**
 - *E-mail to customer to confirm order*

From: Cameo Order Desk [order@cameo.com]
 Sent: Friday, October 6, 2000 4:43 PM
 To: John.Q.Schmuck@sillywilly.com
 Subject: Thank you for your order

Dear Mr. Schmuck:

Thank you for placing an order with Cameo. Your order number is: 121212

To view your order, please log into the Cameo Extranet(www.main.cameo.com) and select Order Status.

Order Summary:

Agency/Company Name: Silly Willy
 Contact: John Q. Schmuck
 Address: 1212 Fifth Ave.
 City: New York
 State: NY
 Zip: 80720
 Phone: 212-555-0123
 Fax: 212-555-1234
 Cameo Account Rep: Robin Monk, (949) 932-6746
 P.O. #: SW445

Campaign	Show Name	Total Impressions	Qty Price
Intel's Football Follies	Show One	10,000	100 cpm
Sun's Comedy Classics	Show Two	10,000	100 cpm
IBM's Best Of The Web	Show Three	10,000	100 cpm
Grand Total:			3,000

----- ***PLEASE READ*** -----

You will receive subsequent e-mails regarding show approval, content review and publishing. For additional information, please contact your Cameo account representative.

We look forward to a fulfilling and long-lasting relationship with you as Cameo moves forward to become the premier distributor of advertising and new media content.

Thank you,
 Cameo
www.cameo.com

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- o *E-mail to accounting (Credit Manager – Matt Rutledge) and sales (Sales Manager – Robin Monk) that an order has submitted*

From: Cameo Order Desk [order@cameo.com]
Sent: Friday, October 6, 2000 5:15 PM
To: Matt.Rutledge@cameo.com, Robin.Monk@cameo.com
Subject: Order #121212 submitted

This is to confirm that order #121212 has been submitted.

Order Summary:

Agency/Company Name: Silly Willy
Contact: John Q. Schmuck
Address: 1212 Fifth Ave.
City: New York
State: NY
Zip: 80720
Phone: 212-555-0123
Fax: 212-555-1234
Cameo Account Rep: Robin Monk, (949) 932-6746
P.O. #: SW445
Requested Start Date: 10/25/00

<u>Campaign</u>	<u>Show Name</u>	<u>Total Impressions</u>	<u>Qty Price</u>
Intel's Football Follies	Show One	10,000	100 cpm
Sun's Comedy Classics	Show Two	10,000	100 cpm
IBM's Best Of The Web	Show Three	10,000	100 cpm
Grand Total:			3,000

Thank you,
Cameo Order Desk
order@cameo.com

- **Approve order:**

- *E-mail to production that an order has been approved by accounting*

From: Matt.Rutledge@cameo.com
Sent: Monday, October 9, 2000 8:36 AM
To: Ron.Fortier@cameo.com
Subject: Order #121212 approved

Order #121212 has been approved.

Order Summary:

Agency/Company Name: Silly Willy
Contact: John Q. Schmuck
Address: 1212 Fifth Ave.
City: New York
State: NY
Zip: 80720
Phone: 212-555-0123
Fax: 212-555-1234
Cameo Account Rep: Robin Monk, (949) 932-6746
P.O. #: SW445
Requested Start Date: 10/25/00

Campaign	Show Name	Total Impressions
Intel's Football Follies	Show One	10,000
Sun's Comedy Classics	Show Two	10,000
IBM's Best Of The Web	Show Three	10,000

Thank you,
Matt Rutledge
Accounting

- **Approved status: “Hold” and/or “Cancel”**

- *E-mail to production that an approved order is now on hold*

From: Robin.Monk@cameo.com
Sent: Tuesday, October 10, 2000 11:42 AM
To: Ron.Fortier@cameo.com
Subject: Order #121212 on hold

Order #121212 has been placed on hold.

Please suspend any activity on this order until further notice.

Thank you,
Robin Monk
Sales

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- *E-mail to production that an approved order has been cancelled*

From: Robin.Monk@cameo.com
Sent: Tuesday, October 10, 2000 11:42 AM
To: Ron.Fortier@cameo.com
Subject: Order #121212 is cancelled

Order #121212 has been cancelled.

Please cease any further activity on this order.

Thank you,
Robin Monk
Sales

- **Post Show:**

- *E-mail to customer to review show for approval*

From: Cameo Production [production@cameo.com]
Sent: Thursday, October 12, 2000 4:43 PM
To: John.Q.Schmuck@sillywilly.com
Subject: Show Approval

Dear John:

This is to confirm that your show(s) -- order #121212 -- is available for your review and approval. Please go to the Cameo Extranet (www.main.cameo.com) and click on Preview/Approve Show. Your prompt attention is appreciated.

 Show: Intel's Football Follies (Show One)
Description: NFL highlights
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Sports
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00

 Show: Sun's Comedy Classics (Show Two)
Description: Stand-up comedians
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Comedy
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00

 Show: IBM's Best Of The Web (Show Three)
Description: A random overview of the ten hottest web sites
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Best of The Web
View period: 11/01/00 - 11/30/00
Running Length: 2:00 mm:ss
Posted Date: 10/20/00

For additional information, please contact your Cameo account representative.

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Thank you,
Cameo
www.cameo.com

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- *E-mail to Account Representative and Publishing that a show has been posted pending approval*

From: Cameo Production [production@cameo.com]
Sent: Thursday, October 12, 2000 4:52 PM
To: Robin.Monk@cameo.com, publishing@cameo.com
Subject: Show Approval/Posting - order #121212

Please be advised that order #121212 is ready to be reviewed for approval. The customer has been alerted of the Preview/Approve Show process. The following shows are currently on deck for approval:

Customer: Silly Willy

Show: Intel's Football Follies (Show One)
Description: NFL highlights
Type: Rich Media
Format: High
Medium
Low
Channel: Sports
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00

Show: Sun's Comedy Classics (Show Two)
Description: Stand-up comedians
Type: Rich Media
Format: High
Medium
Low
Channel: Comedy
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00

Show: IBM's Best Of The Web (Show Three)
Description: A random overview of the ten hottest web sites
Type: Rich Media
Format: High
Medium
Low
Channel: Best of The Web
View period: 11/01/00 - 11/30/00
Running Length: 2:00 mm:ss
Posted Date: 10/20/00

Thank you,
Ron Fortier
Ext. 27845
Cameo Production
production@cameo.com

Preview / Approve Show – Customer approves show

o *E-mail to Production and Publishing*

From: Cameo Order Desk [order@cameo.com]
Sent: Friday, October 13, 2000 4:10 PM
To: production@cameo.com, publishing@cameo.com, external-sales@cameo.com
Subject: Order #121212 - approved

This is an automated e-mail notification from the Cameo Order Desk.

Please be advised that order #121212 has been previewed and approved by the customer. The following shows are approved and ready for deployment:

Customer: Silly Willy

- Show: Intel's Football Follies (Show One)
 Description: NFL highlights
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Sports
 View period: 11/01/00 - 11/30/00
 Running Length: 2:30 mm:ss
 Posted Date: 10/20/00
 Comments: Taste great, less filling

- Show: Sun's Comedy Classics (Show Two)
 Description: Stand-up comedians
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Comedy
 View period: 11/01/00 - 11/30/00
 Running Length: 2:30 mm:ss
 Posted Date: 10/20/00
 Comments: You'll laugh till your sides hurt

- Show: IBM's Best Of The Web (Show Three)
 Description: A random overview of the ten hottest web sites
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Best of The Web
 View period: 11/01/00 - 11/30/00
 Running Length: 2:00 mm:ss
 Posted Date: 10/20/00
 Comments: Surf's up dude

Thank you,
Cameo Order Desk
order@cameo.com

Customer disapproves show

o *E-mail to Production, Account Representative and Field Sales*

From: Cameo Order Desk [order@cameo.com]
Sent: Friday, October 13, 2000 4:10 PM
To: production@cameo.com, Robin.Monk@cameo.com
Subject: Order #121212 - disapproved

This is an automated e-mail notification from the Cameo Order Desk.

Please be advised that order #121212 has been previewed and disapproved by the customer. The following shows were disapproved:

Customer: Silly Willy

Show: Intel's Football Follies (Show One)
Description: NFL highlights
Type: Rich Media
Format: High
Medium
Low
Channel: Sports
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00
Customer comments: This really sucks!

Show: Sun's Comedy Classics (Show Two)
Description: Stand-up comedians
Type: Rich Media
Format: High
Medium
Low
Channel: Comedy
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00
Customer comments: This totally sucks!

Show: IBM's Best Of The Web (Show Three)
Description: A random overview of the ten hottest web sites
Type: Rich Media
Format: High
Medium
Low
Channel: Best of The Web
View period: 11/01/00 - 11/30/00
Running Length: 2:00 mm:ss
Posted Date: 10/20/00
Customer comments: This blows big time!

Please stand by pending further notice.

Thank you,
Cameo Order Desk
order@cameo.com

Publish Show – Cameo approves show on behalf of the customer

o *E-mail to Production, Publishing and Customer*

From: Cameo Order Desk [order@cameo.com]
Sent: Friday, October 13, 2000 5:13 PM
To: John.Q.Schmuck@sillywilly.com
CC: production@cameo.com, publishing@cameo.com
Subject: Order #121212 is ready to publish

Dear John:

This is to acknowledge that the following shows have been approved and are ready to be published based on your feedback:

Customer: Silly Willy

 Show: Intel's Football Follies (Show One)
Description: NFL highlights
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Sports
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00
Comments: Customer thinks this rocks!

 Show: Sun's Comedy Classics (Show Two)
Description: Stand-up comedians
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Comedy
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00
Comments: Customer thinks this really rocks!

 Show: IBM's Best Of The Web (Show Three)
Description: A random overview of the ten hottest web sites
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Best of The Web
View period: 11/01/00 - 11/30/00
Running Length: 2:00 mm:ss
Posted Date: 10/20/00
Comments: Customer thinks this rules!

We appreciate your business and look forward to working with you in the future.

Thank you,
Cameo Order Desk
order@cameo.com

Cameo disapproves show on behalf of the customer

o *E-mail to Production and Account Representative*

From: Cameo Order Desk [order@cameo.com]
Sent: Friday, October 13, 2000 5:13 PM
To: production@cameo.com, Robin.Monk@cameo.com
Subject: Order #121212 - disapproved

This is an automated e-mail notification from the Cameo Order Desk.

Please be advised that order #121212 has been previewed and disapproved by Cameo on behalf of the customer. The following shows were disapproved:

Customer: Silly Willy

 Show: Intel's Football Follies (Show One)
Description: NFL highlights
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Sports
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00
Comments: Customer thinks this sucks!

 Show: Sun's Comedy Classics (Show Two)
Description: Stand-up comedians
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Comedy
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00
Comments: Customer thinks this really sucks!

 Show: IBM's Best Of The Web (Show Three)
Description: A random overview of the ten hottest web sites
 Type: Rich Media
 Format: High
 Medium
 Low
 Channel: Best of The Web
View period: 11/01/00 - 11/30/00
Running Length: 2:00 mm:ss
Posted Date: 10/20/00
Comments: Customer hates this so much he is speechless!

Please stand by pending further notice.

Thank you,
Cameo Order Desk
order@cameo.com

Cameo publishes show

o *E-mail to QA staff*

From: publishing@cameo.com
Sent: Monday, October 16, 2000 9:31 AM
To: qa@cameo.com
Subject: Order #121212 - published

Please be advised that order #121212 has been published. The following shows are ready for deployment:

Customer: Silly Willy

Show: Intel's Football Follies (Show One)
Description: NFL highlights
Type: Rich Media
Format: High
Medium
Low
Channel: Sports
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00

Show: Sun's Comedy Classics (Show Two)
Description: Stand-up comedians
Type: Rich Media
Format: High
Medium
Low
Channel: Comedy
View period: 11/01/00 - 11/30/00
Running Length: 2:30 mm:ss
Posted Date: 10/20/00

Show: IBM's Best Of The Web (Show Three)
Description: A random overview of the ten hottest web sites
Type: Rich Media
Format: High
Medium
Low
Channel: Best of The Web
View period: 11/01/00 - 11/30/00
Running Length: 2:00 mm:ss
Posted Date: 10/20/00

Thank you,
Cameo Publishing
publishing@cameo.com

Add a new user

o *E-mail to Customer*

From: Cameo System Administration [sysadmin@cameo.com]
Sent: Friday, October 5, 2000 8:00 PM
To: John.Q.Schmuck@sillywilly.com
Subject: Welcome to Cameo

=====
Dear John:

You're receiving this e-mail because you've just been registered as a customer of Cameo. On behalf of the Cameo staff, thanks for joining us!

As part of your Cameo membership, you'll receive regular updates about new and exciting developments at Cameo.

Listed below is your unique user name and password to access the Cameo Extranet (www.main.cameo.com). Please save this e-mail for future reference.

Please note your user name and password are case sensitive.

User name = guella_123
Password = 12345

In the event that you forget or misplace your password, click on Forgot Your Password from the log-in screen. You may also change your password under the User Information section of the Cameo Extranet.

We look forward to a fulfilling and long lasting relationship with you as Cameo moves forward to become the premier distributor of advertising and new media content.

Thank you,
Cameo
www.cameo.com