



# Help!

## My Office is Obsolete!



## Submission Form

Enter "Help, My Office is Obsolete!" - Xerox and *Entrepreneur's* quest to update the most outdated office, and you could win a complete makeover with interior design consultation by Thom Filicia, designer from the hit show *Queer Eye for the Straight Guy*, with design execution by Thom Filicia, Inc.

To enter by mail, please complete this form, answer the specified questions, and send along with a color photo of your office to:

**Xerox Office Makeover Contest**  
**2445 McCabe Way, Suite 400**  
**Irvine, CA 92614-6244**

Entries must be postmarked by June 30, 2004 and received by July 9, 2004.

### COMPANY INFORMATION

Name: \_\_\_\_\_

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

Company Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please answer the following questions on a separate sheet of paper (no page limit) and include with your submission:

- What type of organization do you run?
- How many employees do you have in this office?
- Why do you think you need an office makeover?
- What office technology do you presently have in your location (i.e. copiers, computers, fax machines, etc. – how many of each, how new or old are they)?
- What major tasks do you use your office technology for (i.e. billing purposes, etc.)?
- Is document/content management an issue in your office?
- If so, in what respect?
- Describe how documents are shared within your organization.
- Does your office take advantage of scanning technology to cut down on paper?
- What are the top three challenges in your present office environment (specific to technology)?
- What is the one thing you would like to change about the space in which you work?



Eligibility: Entries must be submitted by a full-time employee, age 18 or older, of a continental US-based company, which has an office environment of 10 to 50 people, and which has been in business for a minimum of one full year. (Sorry, home offices are not eligible). Employees of Xerox Corporation, its subsidiaries, direct competitors, dealers and/or distributors, advertising/promotional/PR agencies, vendors associated with this promotion in any way, and members of the immediate families or households of these entities, are not eligible. Only one entry can be submitted per office or workgroup. Photocopied entries are void. Sponsor not responsible for lost, late, stolen, mutilated incomplete, illegible, misdirected or postage-due mail. Entries void if reproduced or forged. All entries become the property of Xerox Corporation, and will not be returned. All rights, title and interest, including copyright of all entries belong to the Sponsor(s). Prizes are not transferable, nor redeemable for cash. No Purchase Necessary. Contest begins at 12:01 a.m. (PST) on March 16, 2004 and ends at 11:59 p.m. (PDT) on June 30, 2004. For complete rules, visit [www.entrepreneur.com/helpmyofficeisobsolete](http://www.entrepreneur.com/helpmyofficeisobsolete)  
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