***All press releases, blog posts, social media copy and other written materials must be approved by the LogMeIn Public Relations (PR) team prior to distribution.***

*Please note these press release templates are for use when a partner wishes to issue a press release naming LogMeIn. If you’d like to issue an announcement mentioning your relationship with LogMeIn, please reach out to the LogMeIn PR team in advance at* *externalcommunications@logmein.com* *for consideration and approval. Please allow approximately one week prior to your intended issue date, for LogMeIn to route your press release draft through internal and legal approval.*

**A) Partner Press Template for Channel Partners**

**Header: [Name of Partner] Partners with LogMeIn to [insert what the partnership will achieve]**

**Sub-header: Partnership with LogMeIn Supports [who, what]**

LOCATION, Date– [Insert name of channel partner] today announced that it has partnered with LogMeIn to [insert what the partnership will create or achieve].

[Insert how the partner will assist LogMeIn, what experience they have in the market, geographies they operate in or knowledge that would be of benefit to LogMeIn].

“[Insert why the partner benefits from working with LogMeIn],” said [Insert name and job title for Partner]. “With LogMeIn’s leadership in the [insert the technical or product area], we will now be able to deliver [insert the solution] to a wider audience.”

[Insert details about the relevant technology that LogMeIn has and what its product(s) do].

 “As a leader in [insert a description], [insert name of partner] brings significant expertise to our vision of creating [insert description of the assets they bring to LogMeIn],” said [Insert name of Executive/General Manager at LogMeIn]. “Through our collaboration with [insert name of partner], we aim to achieve [insert description of the objective of the partnership] and we look forward to delivering this to the market this year.”

To learn more about [insert product], visit: [insert URL]

To learn more about LogMeIn’s full [insert BU] portfolio, visit: [insert URL]

**Boilerplates:**

**About [Your company]**

**About [BU portfolio boilerplate]**

**About LogMeIn, Inc.**
LogMeIn, Inc. (NASDAQ: LOGM) simplifies how people connect with each other and the world around them to drive meaningful interactions, deepen relationships, and create better outcomes for individuals and businesses. One of the world’s top 10 public SaaS companies, and a market leader in unified communications and collaboration, identity and access management, and customer engagement and support solutions, LogMeIn has millions of customers spanning virtually every country across the globe. LogMeIn is headquartered in Boston, Massachusetts with additional locations in North America, South America, Europe, Asia and Australia.

**[Your PR Contact Information]**

**B) Partner Press Template for Technology Partners and Systems Integrators**

**Header: [Insert name of technology partner] partners with LogMeIn to [Insert what the technology or systems integration partnership would achieve]**

**Sub-header: [Insert name of technology partner] collaborates with LogMeIn to [Insert what the partnership’s objective is]**

LOCATION, Date -- [Insert name of technology partner]today announced that it has partnered with LogMeIn to [Insert details about what the partnership will achieve]. The partnership will combine [Insert details on the partner’s asset(s)] with [Insert details on LogMeIn’s product or technology expertise].

[Insert here how the partner will assist LogMeIn, what experience they have in the market, geographies they operate in or knowledge that would be of benefit to LogMeIn].

“[Insert why the partner will benefit from working with LogMeIn],” said [Insert name and job title for Partner]. “With LogMeIn’s leadership in the [Insert the technical or product area], we will now be able to deliver [Insert the solution] to a wider audience.”

[Insert here details about the relevant technology that LogMeIn has and what its product(s) do].

“As a leader in [Insert a description], [Insert name of technology partner] brings significant expertise to our vision of creating [Insert description of the assets they bring to LogMeIn],” said [Insert name of Executive/General Manager at LogMeIn]. “Through our collaboration with [Insert name of partner], we look to working together on [Insert description] this year.”

To learn more about [Insert product], visit: [Insert URL]

To learn more about LogMeIn’s full [Insert BU] portfolio, visit: [Insert URL]

[Insert BU portfolio boiler plate description]

**Boilerplates:**

**About [Your Company]**

**About LogMeIn, Inc.**
LogMeIn, Inc. (NASDAQ: LOGM) simplifies how people connect with each other and the world around them to drive meaningful interactions, deepen relationships, and create better outcomes for individuals and businesses. One of the world’s top 10 public SaaS companies, and a market leader in unified communications and collaboration, identity and access management, and customer engagement and support solutions, LogMeIn has millions of customers spanning virtually every country across the globe. LogMeIn is headquartered in Boston, Massachusetts with additional locations in North America, South America, Europe, Asia and Australia.

**[Your PR Contact Information]**

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**Using the LogMeIn Name**

Within any content created by the partner, customers should clearly understand the partnership relationship and the source of the content. In order to avoid confusion, please follow these guidelines when mentioning LogMeIn and our products:

* Do not lead with LogMeIn or any of our product names in the headline/title.
* Do not use the LogMeIn name or the name of our products in any part of your company’s name or your product/service names.
* Do not quote us (without permission).
* Do not release anything until you’ve received written approval from the LogMeIn PR team.
* When mentioning a LogMeIn product, the first mention should include the LogMeIn name (e.g. Jive by LogMeIn). All subsequent mentions do not need to include the LogMeIn name (e.g. Jive).

**Process & Timeline**

1. Reach out to the LogMeIn PR team to provide a brief summary of the content being created, including which LogMeIn product(s) the content is mentioning, your target publication date, distribution channel, and goals around the announcement. We also ask that you send us the contract or partnership agreement in place with LogMeIn for your region. Email externalcommunications@logmein.com.
2. After gaining preliminary approval from the LogMeIn PR team, create a draft of the content and send for review and approval. Please allow approximately one week for LogMeIn to route the release through internal and legal approval. Nothing may be distributed without LogMeIn’s written approval.
3. Please note that we will not provide endorsement of specific products and/or companies in quotes from LogMeIn that describe products/companies as ‘the best’, ‘leading’, ‘unique’ or similar if these are unsubstantiated descriptors without supporting evidence.
4. Our spokesperson can work with the partner company on the content/quote that is being used, but final approval for all LogMeIn quotes for third-party press releases must be done through the LogMeIn PR team.
5. LogMeIn will send the approved content back to partner. If additional changes are made, those must also be approved by LogMeIn.
6. Send the LogMeIn PR team a link to the final public facing piece of content once published.