TRANSACTION/CHECK BLOTTER

INSTRUCTIONS: 1) Enter all transactions that come through your office - Transfers/Rollovers/Exchanges/ Checks included; 2) Fill in ALL information completely and legibly; 3) Copy all forms, applications and checks for your files; 4) Send all originals to The Leaders Group; 5) Keep blotter in your files for 3 years.

DATE REC'D	DATE SENT	DELIVERY METHOD	DELIVERED TO	CLIENT NAME	A/C TYPE	WHERE FUNDS COMING FROM	CHECK #	TRANSFER

TRANSACTION/CHECK BLOTTER

PRODUCT PURCHASED	ESTIMATED $$	EXACT $$	DATE FUNDED	DATE PAID	NEW ACCOUNT NUMBER	*NOTES*