Client________________________Contact Name___________________________Phone_______________

Address______________________________City_______________________State_______Zip___________

1) MOST CURRENT MONTH END ASSET STATEMENT. (check list)

THE FOLLOWING ARE REQUIRED TO LOAD A NEW PORTFOLIO WITH INDATA

❑ Tickers or Cusips ❑ Shares/par ❑ Description ❑ Book Cost of the position	❑ Cash and cash equivalent with yields(s) ❑ Total portfolio cost ❑ Market value of the position

2) IF YEAR TO DATE RETURNS ARE DESIRED, PLEASE FILL OUT THE HISTORICAL PORTFOLIO PERFORMANCE WORKSHEETS:

3) PLEASE SPECIFY ONE (1) PRIMARY UNIVERSE YOUR PORTFOLIO SHOULD BE MEASURED IN. CIRCLE ONE:

POOLED FUNDS – BALANCED
POOLED FUNDS – FIXED, NON-TAXED
POOLED FUNDS – FIXED, TAXED
PUBLIC EMPLOYEE FUNDS – BALANCED
ENDOWMENT FUNDS – BALANCED
ENDOWMENT FUNDS – FIXED
PENSION FUNDS – BALANCED
TAXED FUNDS – EQUITY
TAXED FUNDS – FIXED
TAFT HARTLEY – EQUITY
TAFT HARTLEY – FIXED

POOLED FUNDS – EQUITY, NON-TAXED
POOLED FUNDS – EQUITY, TAXED
PUBLIC EMPLOYEE FUNDS – EQUITY
PUBLIC EMPLOYEE FUNDS – FIXED
ENDOWMENT FUNDS – EQUITY
PENSION FUNDS – EQUITY
PENSION FUNDS – FIXED
TAXED FUNDS – BALANCED
MUTUAL FUNDS – EQUITY
TAFT HARTLEY – BALANCED
PLAN SPONSORED FUNDS

4) FOR EQUITY ACCOUNTS, PLEASE SPECIFY STYLE/CAPITALIZATION. (CIRCLE ONE FROM EACH COLUMN):

SMALL CAP
MID CAP
LARGE CAP

GROWTH
VALUE
INCOME

5) PLEASE SPECIFY ONE (1) RELATIVE INDEX FOR ATTRIBUTION PURPOSES:

S&P 500
S&P MIDCAP
S&P 600 MIDCAP
S&P SMALL BARRA GROWTH, VALUE
S&P MIDCAP BARRA GROWTH
S&P MIDCAP BARRA VALUE
S&P 1500 SUPER

BARRA GROWTH
BARRA VALUE
FT – SE 100 INDEX
TSE 300
GS TECH COMP INDEX
WILSHIRE 4500

FR 1000
FR 1000 VALUE, GROWTH
FR 2000
FR 2000 VALUE, GROWTH
FR TOP 200
FR TOP 200 VALUE, GROWTH
FR 2500
FR 2500 VALUE, GROWTH
FR MIDCAP VALUE, GROWTH
FR 3000
FR 3000 VALUE, GROWTH

6) PLEASE SPECIFY FIVE (5) OTHERCOMPARATIVE BENCHMARKS YOU WOULD LIKE TO APPEAR ON YOUR REPORT:

1.	4.
2.	5.
3.	

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