

## 4<sup>th</sup> Quarter Statement Message



If you would like to have a message to your clients on your December 2017 statements, please send your customized message to your relationship manager by Friday, December 22<sup>nd</sup>. If you already have a recurring statement message, that message will continue unless we receive new instructions from you.

Statement messages can be up to 35 lines long with 74 characters per line and should be formatted with a line between paragraphs (paragraph, bullet point indentations and special characters are not available). The format for statement messages should not include special fonts, italics or bold characters.

If you have a statement insert, please notify your relationship manager by December 22<sup>nd</sup>. Three-page inserts will be accommodated, but more than three pages will delay your statement mailing.

Please contact your relationship manager with any questions.