

## Quarter 3 Statements

If you would like to include a message to your clients on your September 30, 2016 statements, please send your customized message to your relationship manager by Monday, October 3, 2016.

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 and bullet point indentations 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 Monday, October 3, 2016. Two or fewer single-page inserts can be accommodated. It is preferred that the inserts arrive to us unfolded and not stapled.

Check with your relationship manager if you have larger inserts as they may delay your statement mailing.

Please contact your relationship manager with any questions.