

PAGE SPECIFICATIONS: BILLING STATEMENT PAGE

The Billing Statement Page can be used in a client presentation to report the calculation of the management fee, based on the billing specification assigned to a portfolio and/or group.

This page can be used with either a portfolio or a group, as long as a billing specification is assigned appropriately in the portfolio and/or group details. There are many billing scenarios available in PortfolioCenter. For more information about which billing scenario is appropriate for your clients, see [PortfolioCenter Billing Alternatives Comparison](#).

This document gives you information about the Billing Statement Page, followed by a sample of the page, to help you decide if this page will meet the needs of your clients.

Description	Asset Value Range	Amount	Rate	Fee Amount
Up to \$50K	\$0.00 to \$49,999.99	\$100,000.00	0.2500%	\$250.00
\$50K - \$250K	\$50,000.00 to \$249,999.99	\$150,000.00	0.2500%	\$375.00
\$250K - \$500K	\$250,000.00 to \$499,999.99	\$200,000.00	0.2500%	\$500.00
\$500K to 1.2M	\$500,000.00 to \$1,199,999.99	\$600,000.00	0.1625%	\$975.00
Over 1.2M	\$1,200,000.00 to \$7,899,184.70	\$6,699,184.70	0.1750%	\$11,723.00
			Fee:	\$13,883.00
Adjustment for Discount Rate Per our agreement, your fee will be discounted by 8%.				Discount: (\$1,111.11)
				Subtotal: \$12,771.89
Adjustment for Miscellaneous Fees Adjustment from Previous Billing				Adjustment: \$0.00
				Subtotal: \$12,771.89
Adjustment for Service Tax The current service tax rate is 2%.				Service Tax: \$262.21
				Total Amount Due: \$13,034.10

SETTINGS

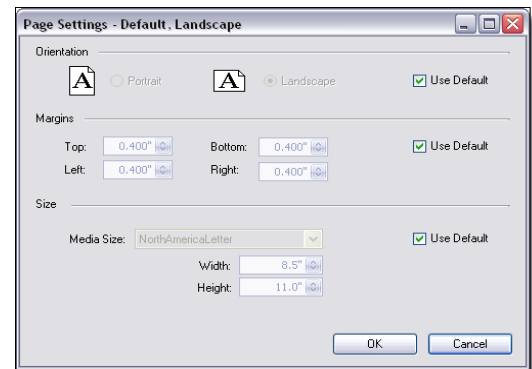
Presentation page settings are the editable settings that apply to only the selected page in the presentation. The following is a list of settings available for editing for the Billing Statement Page when it is selected in the Presentation.

STANDARD SETTINGS

These settings apply for all accounts, regardless of the settings for the assigned Billing Specification:

SETTING	DESCRIPTION
Page Title	The title appearing at the top of the Billing Statement Page. By default, it is Billing Statement.
Company Logo Image	Select the image element you want to display on the page. The allotted dimensions of this image are 2131 width and 471 height, with 96 dots per inch (dpi). The default image element selected for this page is the Company Logo.
Display Client Name and Address	True/False setting controlling whether the client name and address appears on the page. The default is False.
Client Distance from Header	Conditional setting based on the Display Client Name and Address setting: if the Display Client Name and Address setting is True, this field controls the distance in inches from the header of the page that the client name and address information appears. The default is 0.75.
Client Distance from Content	Conditional setting based on the Display Client Name and Address setting: if the Display Client Name and Address setting is True, this field controls the distance in inches from the bottom of the client name and address information to the top of the billing data. The default is 0.50.

SETTING	DESCRIPTION
Client Indent from Left	Conditional setting based on the Display Client Name and Address setting: if the Display Client Name and Address setting is True, this field controls the distance in inches from the left margin to the start of the client name and address information. The default is 0.00.
Display Billing Description	True/False setting controlling whether the contents of the Billing Description field in the Billing Specification appears on the page. The default is set to True.
Date Format	Option controlling how dates and date ranges appear on the page. There are two options: Long Format, which spells out the month, day and year (March 31, 2012) and Short Format, which shows the date as mm/dd/yyyy (03/31/2012). The default is Long Format.
Billing Statement Period Label	Label for the billing section to begin. This field contains editable text. The default is "Statement for Services Rendered:" and is followed by the From and To dates in the Billing Specification details and in the date format selected in the Date Format setting.
Billing Disclaimer Text	Text element containing the text you want to appear as a disclaimer. This text appears below the total line, but above the text contained in the footer element. By default, the Billing Disclaimer text element is selected and the text in that element is "This is not an invoice. Your fee has been deducted from your account."
Footer Text	Text element containing the text you want to appear in the footer of the page. By default, the Footer Text element is selected.
Display Page Number	True/False setting controlling whether to display a page number in the lower right corner of this page. The default for this setting is True.
Page Settings	The Page Settings window containing the settings needed to adjust the layout of the current page for your printer. By default, the Use Default box is checked for all three items so that the page will use the layout set for the entire presentation.
<ul style="list-style-type: none"> • Orientation 	The orientation of the text on the page. Select from Portrait (8.5" by 11") or Landscape (11" by 8.5"). The default is Use Default, which uses the setting for the entire presentation.
<ul style="list-style-type: none"> • Margins 	The size of the margins on the page. The defaults are .4" for all margins. The default is Use Default, which uses the setting for the entire presentation.
<ul style="list-style-type: none"> • Size 	The size of the media you will use for printing the presentations. The default is Use Default, which uses the setting for the entire presentation.



Online

For more specific instructions on changing Page settings in Presentation Studio, see [Editing Presentation and Page Settings in Presentation Studio](#).

CONDITIONAL SETTINGS

These settings allow for flexibility to set parameters for conditions that may apply for some accounts but not for others. Most of these settings rely on a billing specification and/or account detail setting for the element to appear on the page for the account. If a setting is enabled on the page – and most are by default – but the setting on the billing specification and/or the data required for that element do not exist, the element is removed entirely from the page and the space is collapsed so there are no blank areas on the page.

SETTING	DESCRIPTION
Display Billing Statement Values	True/False setting controlling whether the billing period values appear on the page. This setting only applies to portfolios and/or groups that have an average value billing specification assigned. The default setting is True.
Billable Value Label	Label for the value of the portfolio, group, or category upon which the billing amount is calculated. This field is editable text. The default is “Billable Account Value as of” and is followed by the date of the value and that value, depending on the billing specification setting. If the account is billed in arrears, the To Date and associated billable value appear in this section; if the account is billed in advance, the From Date and associated billable value appear in this section.
Display Non-Billable Assets Value	True/False setting controlling whether to include the value of non-billable assets on the page. If the setting is True and the portfolio has excluded assets, the current value of those assets appears in this section; otherwise, nothing appears and the blank row is collapsed. The default is set to False. Non-billable assets are marked as Excluded from Billing in the portfolio details. For more information about excluding assets from billing, see How to Exclude Assets from Billing .
Non-Billable Value Label	If the Display Non-Billable Assets Value setting is True and there are assets excluded from billing for this account, this is the label for the value of those non-billable assets. This field is editable text. The default is “Non-Billable Asset Value as of” and is followed by the date of the value and the non-billable value. If the billing specification assigned to the account is set to bill in arrears, then the To Date and associated billable value appear in this section; if the account is billed in advance, the From Date and associated billable value appear in this section.
Average Value Billing – Average Billable Value Label	Editable text for the line describing the average billable account value. This text only appears if an average value billing spec is assigned in the portfolio and/or group details. The default text is “Average Billable Assets Value:” and is followed by the average billable account value for the billing period. If the assigned billing spec does not use average value billing, this section is blank and collapsed.
Average Value Billing – Display Average Non-Billable Assets Value	True/False setting controlling whether to include the value of average non-billable assets on the page. If the setting is True, the portfolio and/or group uses an average value billing spec and the portfolio has excluded assets, the current value of those assets appears in this section; otherwise, nothing appears and the blank row is collapsed. The default is set to True. Non-billable assets are marked as Excluded from Billing in the portfolio details. For more information about excluding assets from billing, see How to Exclude Assets from Billing .

SETTING	DESCRIPTION
Average Value Billing – Average Non-Billable Value Label	<p>Editable text for the line describing the average non-billable account value. This text only appears if an average value billing spec is assigned in the portfolio and/or group details, the portfolio has excluded assets, and the Average Value Billing – Display Average Non-Billable Assets Value settings is set to True.</p> <p>The default text is “Average Non-Billable Assets Value:” and is followed by the average non-billable account value for the billing period. If the assigned billing spec does not use average value billing, this section is blank and collapsed.</p>
Average Value Billing – Display Average Value Statement Period	<p>True/False setting controlling whether to include the number of days and/or months in the billing period and the number of days or months in the year on the page. If the setting is True and the portfolio and/or group uses an average value billing spec, the average value statement period appears in this section; otherwise, nothing appears and the blank row is collapsed. The default is set to True.</p>
Average Value Billing – Display Factor	<p>True/False setting controlling whether to include the factor used in the fee calculation on the page. If the setting is True and the portfolio and/or group uses an average value billing spec, the factor appears in this section; otherwise, nothing appears and the blank row is collapsed. The default is set to True.</p>
Proration Adjustment Section Title	<p>Editable text for the title of the section. This section displays the prorated adjustments to the fee for mid-period capital flows, if that setting is enabled on the billing specification and flows within the set parameters exist during the prorate dates.</p> <p>The default text is “Adjustment for Capital Flows” and appears in italics above a table listing each capital flow and the calculation of the adjustment. If there are no flows or the setting is not enabled on the billing specification, this section is blank and collapsed.</p>
Discount Rate Adjustment Section Title	<p>Editable text for the title of the section. This section displays if there is a discount rate entered into the portfolio and/or group detail.</p> <p>The default text is “Adjustment for Discount Rate” and appears in italics above a line describing the adjustment. If there is no adjustment for a discount, this section is blank and collapsed.</p>
Discount Rate Description Label	<p>Editable text for the line describing the fee discount. This text only appears if there is a discount rate entered into the portfolio and/or group details.</p> <p>The default text is “Per our agreement, your fee will be discounted by” and is followed by the percentage found in the ‘Discount Rate’ field. If there is no adjustment for a discount, this section is blank and collapsed.</p>
Minimum Fee Adjustment Section Title	<p>Editable text for the title of the section displaying the minimum fee for an account. This section appears if a minimum fee amount is entered into the billing specification and the calculated fee is less than the minimum fee threshold.</p> <p>The default text is “Adjustment for Minimum Fee” and appears in italics above the line displaying the minimum fee. If the minimum fee is displayed, the text entered in the minimum fee description field from the billing specification details appears under this header on the billing page.</p> <p>If there is no adjustment for a minimum fee on the billing specification or if the calculated amount is greater than the threshold, this section is blank and collapsed.</p>

SETTING	DESCRIPTION
Mid-Period Inception Adjustment Section Title	<p data-bbox="483 254 1503 380">Editable text for the title of the section displaying an adjustment to the fee for a Mid-Period Inception. This section appears if an account has a billing inception date during the billing period (when billing in arrears) and the Prorate New Accounts box is checked on the billing specifications.</p> <p data-bbox="483 394 1503 516">The default text is “Adjustment for Mid-Period Inception” and appears in italics above the line displaying the prorated adjustment. If the Prorate New Accounts box is not checked on the billing specification and/or there are no accounts billed in arrears with a billing inception date during the period, this section is blank and collapsed.</p>
Miscellaneous Fees Adjustment Section Title	<p data-bbox="483 537 1503 627">Editable text for the title of the section displaying a miscellaneous adjustment to the fee. This section appears if a value is entered into the ‘Adjust Amt’ field on the billing specifications.</p> <p data-bbox="483 642 1503 768">The default text is “Adjustment for Miscellaneous Fees” and displays in italics above the line displaying the miscellaneous fee adjustment line on the page. If the miscellaneous fee adjustment is applied, the ‘Adjust Amt’ description from the billing specification details appears under this header on the billing page.</p> <p data-bbox="483 783 1503 842">If the ‘Adjust Amt’ field in the billing specification is blank, this section is blank and collapsed.</p>
Service Tax Adjustment Section Title	<p data-bbox="483 863 1503 953">Editable text for the title of the section displaying a Service Tax adjustment to the fee. This section appears if a value is entered in the ‘Service Tax Rate’ field in the billing specifications.</p> <p data-bbox="483 968 1503 1062">The default text is “Adjustment for Service Tax” and appears in italics above the line displaying the service tax rate. If the field in the billing specification is blank, this section is blank and collapsed.</p>
Mask Account Numbers	<p data-bbox="483 1083 1503 1209">Setting controlling whether full account numbers appear or are masked. Masked account numbers display a series of asterisks in place of the number or character for all but the last four digits of the account numbers. The last four appear as the appropriate digits. The default for this setting is False.</p>
Display Billing Account Number	<p data-bbox="483 1230 1503 1289">True/False setting controlling whether to display the billing account number assigned to the portfolio and/or group. The default setting is False.</p> <p data-bbox="483 1304 1503 1398">If there is not billing account number assigned to the portfolio and/or group or group member allocations apply, and this setting is true, nothing appears and the blank row is collapsed.</p>
Billing Account Number Description Label	<p data-bbox="483 1419 1503 1545">Editable text for the line displaying the billing account number. This text only appears if a billing account number has been assigned in the portfolio and/or group details, group member allocations do not apply, and the Display Billing Account Number setting is set to True.</p> <p data-bbox="483 1556 1503 1619">The default text is “For your convenience, your fee will be deducted from account number:” and is followed by the billing account number.</p>
Group Member Allocations Section Title	<p data-bbox="483 1640 1503 1818">Editable text for the title of the section displaying allocations to group members. This section appears when billing a group and the Allocate to Group Members setting is checked on the billing specification. The default text is “Allocations for Group Members”. If the page is printed for an individual portfolio and/or the Allocate to Group Members setting in the billing specification is not checked, this section is blank and collapsed.</p>

SETTING	DESCRIPTION
Display Group Member Billing Account Number	<p>True/False setting controlling whether to display the billing account number column when the Group Member Allocations Section appears. The default setting is True.</p> <p>If there are no billing account numbers for group members, and this setting is true, the column is blank.</p>
Display Group Member Account Values	<p>True/False setting controlling whether the billing period ending account value for each portfolio in a group appears on the page in the Group Member Allocations section. The default setting is True.</p> <p>If the page is printed for an individual portfolio and/or the Allocate to Group Members setting in the billing specification is not checked, this section is blank and collapsed.</p>
Advisor Format	<p>Select the level of detail for payment remittal instructions at the bottom of the page. By default, the page displays the No Advisor Information.</p> <ul style="list-style-type: none"> • Basic Advisor Information Displays the text “Remit to” and the contents of the Advisor Name field in the advisor details for the advisor assigned to the portfolio and/or group in PortfolioCenter. This section appears just below the Billing Disclaimer. • Extended Advisor Information Displays the text “Remit to” and the contents of the Advisor Name and fields 1-7 of the advisor details for the advisor assigned to the portfolio and/or group in PortfolioCenter This section appears just below the Billing Disclaimer. • No Advisor Information Does not display any remittal instructions or advisor information, even if there is an advisor assigned to the portfolio in PortfolioCenter.
Average Value Billing – Detail Format	<p>Select the level of detail displayed for the average value billing calculation. This option is only available if an average value billing spec is assigned in the portfolio and/or group details, By default, the page uses the No Detail Information option.</p> <ul style="list-style-type: none"> • No Detail Information Does not display the details of the average value fee calculation. • Extended Detail Information Displays an additional table on the statement containing the average value fee calculation for each day and/or month in the billing period.
Average Value Billing – Fee Calculation Section Title	<p>Editable text for the title of the section displaying the average value billing fee calculation. This section appears when billing on a portfolio and/or group using an average value billing specification and the Average Value Billing – Detail Format setting is set to Extended Detail Information. The default text is “Average Value Billing Fee Calculation”. If the page is printed for a portfolio and/or group not using average value billing or the Average Value Billing – Detail Format setting is set to Not Detail Information, this section is blank and collapsed.</p>
Average Value Billing – Fee Calculation Description Label	<p>Editable text for the line above the average value billing fee calculation table. This text only appears when billing on a portfolio and/or group using an average value billing specification and the Average Value Billing – Detail Format setting is set to Extended Detail Information.</p> <p>The default text is “The fee amount calculated uses a factored rate applied to each date below in the billing period.” and is followed by the fee calculation table.</p>

SETTING	DESCRIPTION
Average Value Billing – Display Extended Group Member Allocations	<p>True/False setting controlling whether to display the fee allocation calculation table for group members. The table displays calculations for each day and/or month in the billing period. The default setting is False.</p> <p>This section appears when billing on a group using an average value billing specification and the Average Value Billing – Detail Format setting is set to Extended Detail Information.</p>

DATA POINTS

On this page, there are many data conditions that must be present for some data points to appear. For example some of the settings above must be enabled, along with the appropriate settings on the billing specification, portfolio and/or group details. These conditional data points are identified below.

DATA POINT NAME	DESCRIPTION
Company Logo	The image corresponding to your primary brand that displays throughout the report. PortfolioCenter supports the following types of images: .JPG, .BMP, and .PNG. The company logo is suppressed when one of the Color themes is applied to the presentation.
Page Name	The title of the page. This field is customizable and editable in the Page Title parameter setting, or you can choose to keep the default name. This change applies only to the title printed on the report; the report is still identified by its original name in the presentation settings.
Client Name	The name of the client associated with the portfolio that is reported. This field shows the display name of the portfolio and/or group, found in the Portfolio or Group details. This can be either the first name and last name of the account, or the company name depending on the option you have selected in the details.
Period Ending	The As Of Date selected in the Report Job settings in the Presentation Studio or in the Report Dates window in the Client Presentations section of PortfolioCenter.
Portfolio Inception Date	The date that performance measurement begins for the portfolio and/or group. This date is found in the Performance Inception field of the portfolio and/or group details.
Billing Specification Description	The text found in the Billing Description field of the billing specification assigned to the portfolio and/or group.
Statement for Services Rendered	The description of the statement for services rendered, followed by the from and to dates entered into the billing specification assigned to the portfolio and/or group.
Billable Account Value	<p>Conditional line of text appearing only if the Display Billing Statement Values setting on the page is True.</p> <p>If the line appears, it displays the sum of current values for all billable assets on the date displayed. This date is either the From Date if the specification is set to billing in advance or the To Date if the specification is set to billing in arrears.</p>

DATA POINT NAME	DESCRIPTION
Non-Billable Account Value	<p>Conditional line of text only appearing if the Display Non-Billable Assets setting on the page is True and the portfolio and/or group contains assets excluded from billing.</p> <p>If the line appears, it displays the sum of all non-billable assets on the date displayed, based on the billing type selected in the billing specification assigned to the portfolio and/or group. If the specification is set to advanced, the From Date appears; if the specification is set to arrears, the To Date appears.</p>
Rate Calculation Table	<p>A table of the rate schedule in the billing specification assigned to the portfolio and/or group. The table includes a column for the description, asset range, amount applicable to that range, the rate for that range, and the calculated fee amount.</p> <p>For accounts billing a tiered rate schedule, all applicable rates appear; for accounts billing a single rate schedule, only the applicable rate appears.</p> <p>All calculated fees are totaled on a line labeled Fee. For accounts billing a category rate schedule, the section and total row are repeated for each category.</p>
Adjustment for Capital Flows	<p>A condition section only appearing if the Proration Adjustment setting on the billing specification is true, the Prorate New Accounts setting on the billing specification is checked, and/or the account has the appropriate type of flows during the specified date range. This section does not appear if the portfolio and/or group uses an average value billing specification.</p> <p>If the adjustment appears, it displays the date of the flow, the fraction of the period effective for the prorated calculation, the flow amount, the rate and the adjustment amount. This information is repeated for each flow meeting the setting requirements.</p> <p>All adjustments are totaled on a line labeled Adjustment Total and then applied to the Fee on a line labeled Subtotal.</p>
Adjustment for Discount Rate	<p>A conditional section only appearing if there is an amount in the discount rate field on the settings tab of the portfolio and/or group details.</p> <p>If the adjustment appears, it displays the section header text entered into the page settings, the label text entered into the page settings and the rate amount entered into the portfolio and/or group details. The discount rate is applied to the subtotal from the previous section to calculate the adjustment, and is labeled Discount. The adjustment is then applied to the subtotal to calculate a new subtotal labeled Subtotal.</p>
Adjustment for Minimum Fee	<p>A conditional section only appearing if the calculated fee is less than the amount entered into the Minimum Fee field in the billing specification assigned to the portfolio and/or group.</p> <p>If the adjustment appears, it displays the Minimum Fee section label from the page setting, the description from the billing specification, and the label Minimum Fee, followed by the amount entered into the billing specification. The subtotal below this line is the minimum fee from the billing specification.</p>
Mid-Period Inception Adjustment	<p>A conditional section only appearing if there is an adjustment for a new account starting in the middle of the billing period for accounts billing in arrears and the Prorate New Accounts box is checked on the billing specifications. This section does not appear if the portfolio and/or group uses an average value billing specification.</p> <p>If the adjustment appears, it displays the billing inception date of the account from the portfolio details, the fraction of the period effective for the prorated calculation, and the label Adjustment, followed by the adjustment amount. The adjustment is applied to the subtotal and labeled as Subtotal.</p>

DATA POINT NAME	DESCRIPTION
Adjustment for Miscellaneous Fees	<p>A conditional section only appearing if there is an amount in the Adjustment field in the billing specification assigned to the portfolio and/or group.</p> <p>If the adjustment appears, it displays the text from the page setting, the description from the billing specification, and the label Adjustment, followed by the adjustment amount. The adjustment is applied to the subtotal and labeled as Subtotal.</p>
Adjustment for Service Tax	<p>A conditional section only appearing if there is an amount in the Service Tax Rate field in the billing specification assigned to the portfolio and/or group.</p> <p>If the adjustment appears, it displays the text from the page setting and the rate from the billing specification and the label Service Tax, followed by the service tax amount. The adjustment is then applied to the subtotal and labeled as Subtotal.</p>
Total Amount Due	The final total and the sum of all the fee calculations and adjustments for the period.
Allocations for Group Members	<p>A conditional section only appearing if the page is printed for a group and the allocate to group members box is checked on the billing specification assigned to the portfolio and/or group.</p> <p>If this section appears, the table includes the name of the member portfolio, the billing account number of the member portfolio (if the setting is enabled on the page settings), the account number of the member portfolio, the account value of the member portfolio and the billing amount allocated to the member portfolio. This information is repeated for each member of the group.</p>
Billing Disclaimer Text	The contents of the billing disclaimer text element assigned in the page settings. The disclaimer appears after the Total Amount Due, or the Allocations for Group Members section, if that section appears.
Remit To	<p>A conditional section only appearing if the display Basic or Extended advisor information options are selected in the page settings.</p> <p>If you select the Basic Advisor Information, the text displays "Remit to: (advisor name)" from the advisor assigned to the portfolio and/or group; if you select Extended Advisor Information, the text displays Remit to: (advisor name) followed by the contents of lines 1 -7 of the advisor details for the advisor assigned to the portfolio and/or group.</p> <p>If you do not want to display the Remit To section, select to display No Advisor Information in the page settings.</p>
Footer Text	The contents of the Footer text element assigned to the presentation settings. The text appears at the bottom of each page in the presentation.
Page Number	The Page Number is the specific sequence of the page in the presentation package. If you display page numbers on some pages, but not others, the sequence continues as though the numbers are printed on each page, including pages that do not display page numbers.

ADDITIONAL FEATURES

In addition to the editable settings and data points available on the Billing Statement Page, there are other features that you should be aware of before deciding if this page is right for you.

PAGE FEATURE	DESCRIPTION
Column Width Settings	The Amount column will display values of at least \$1,000,000,000.00 without truncating

THEME STYLES

A theme style is the individual color setting that makes up the content of a theme. The following is a list of editable theme styles that affect the appearance of the Billing Statement Page.

STYLE NAME	DESCRIPTION
Page Background	The color of the entire page. This style is only available for editing in the Ocean themes.
Page Header Text	The color of the page title and corresponding underline of the header, as well as the separator line for the footer section.
Page Header Background	The color of the header section – above the separator line – at the top of the page.
Client Name and Dates	The color of the dates and portfolio information that appears in the header area.
Holdings Report Column Headers	The color of the column headings and section titles.
Body Text	The color of the data text in each section as well as the values in the Amount column. Text from the disclaimer text fields use the colors assigned in the assigned text element.
Negative Number	The color of the negative value numbers located in the data table contents.
Row Separator Line	The color of the lines between the calculations for each day and/or month in the fee calculations tables if the page is using the Extended Detail Information option.
Row Total Background	The background color of the Total Amount Due row.
Page Footer Background	The color of the footer section – below the separator line – at the bottom of the page.



Online

The theme style colors can be edited to your preference. For more information about colors associated with a theme, see [Working with Themes in Presentation Studio](#) and [Editing Theme Styles in Presentation Studio](#).

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