Invesco US_ETF Engagement		
FIELD	**INSTRUCTION**	**ADDITIONAL NOTES**
Task Description and Comments	If the recording/note if from the HD App or click the + sign beside Task Description and Comments and type the FA name under Task Description. If there are multiple FAs or multiple notes under 1 task, type in the 1st FA name, et al.	
Type	Default: ETF Engagements	These are notes sent by ETF Specialists
Internal Comment	Type in any observation, clarification, instruction that could be useful for the person who will enter the note	
Special Instructions	As specified	
Date	As specified. If not provided, use recording date and send clarification email	
Time	As specified. Leave blank if not provided	
Subject	Leave blank	***Put subject on text field Subject: ******** (Notes)
Name	FA Names	
Text	Transcribe as dictated/specified on spreadsheet	***If subject is provided, see additional notes for Subject
Event	Leave blank	
Meeting #	Leave blank	
Meeting Type	As specified	

Consultant	As specified	***They are Market Leaders (previously called SAC)
In Person	As specified. Leave blank if not provided	Y or N
Team Name	As specified. Leave blank if not provided	
Resource 1	As specified. Leave blank if not provided	***They are Invesco Employees
Resource 2	As specified. Leave blank if not provided	***They are Invesco Employees
ETF Primary Product/Suite	As specified. Leave blank if not provided	
ETF Product/Suite 2	As specified. Leave blank if not provided	
ETF Product/Suite 3	As specified. Leave blank if not provided	
ETF Product/Suite 4	As specified. Leave blank if not provided	
ETF Product/Suite 5	As specified. Leave blank if not provided	
Count Cross-check	1	