| Invesco US_Private Markets | | |
|---|---|---|
| **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: Private Market Engagements | These are notes sent by Private Market 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 if provided.<br>Subject: ********<br>(Notes) | |
| **Name** | FA Names | |
| **Text** | Transcribe as dictated/specified on spreadsheet | ***If subject is provided, see additional notes for Subject |
| **Event** | As specified. Clarif if not provided. | |
| **Meeting #** | Leave blank | |
| **Consultant** | As specified | ***They are Market Leaders (previously called SAC) |
| **Team Name** | As specified. Leave blank if not provided | |
| **Engagement Rating** | As specified. Clarif if not provided. | |

| | | |
|---|---|---|
| **Product Selection** | As specified. Leave blank if not provided | |
| **Count Cross-check** | 1 | |