

Memorandum

TO: All Members and Member Firms
FROM: Membership Services
DATE: December 12, 2011
SUBJECT: **FIRST QUARTER 2012 CLERK/BROKER ASSISTANT BILLING**

The first quarter (Jan – Feb) will begin on January 1, 2012. The deadline to cancel a Floor Clerk “FC” or Broker Assistant “BA” to avoid the first quarter billing is Friday, December 30, 2011. Any Member or Member Firm cancelling a FC or BA after December 30, 2011 will incur a \$75 non-refundable quarterly charge which will be reflected on the second quarter billing statement.

- **It is the responsibility of the Member or Member Firm to cancel any FC’s or BA’s that are no longer employed.**
- **FC’s and BA badges must be canceled by December 30, 2011 in order to avoid the \$75 non-refundable quarterly billing.**

For cancellations or questions you may call (312) 435-7112 or (312) 341-3403.

Your cooperation is appreciated.