

# THE DEPOSITORY TRUST COMPANY

# IMPORTANT

**#:** 0461

**DATE:** March 6, 1997

**TO:** All Participants

**FROM:** Lisa Dougaan, Associate Director, Research & Product Development

**ATTENTION:** Managing Partner/Officer; Cashier; Reorganization/Dividend/Vault Managers

**SUBJECT:** **PTS Forms Requisition (FORM) Function Enhanced to Permit Additional Modes of Delivery**

Effective March 20, the FORM function (which enables Participants to order DTC forms and other printed material) will offer Participants additional choices for delivering requested items.

Currently, FORM offers (1) shipping via ground service (i.e., mail) and (2) pick-up at 55 Water Street. On March 20, FORM's Enter an Order screen (see Exhibit) will offer the following set of delivery options:

- CS - receive order via ground service (i.e., mail)
- CP - pick up order at 55 Water Street
- CN - receive order with next-day air service
- C2 - receive order with two-day air service
- C3 - receive order with three-day air service

For a complete overview of the FORM function, see the revised FORM procedures, section 7.01 of the *PTS* manual, that were recently distributed. Questions may be directed to your Participant Services representative.

*(Over)*

XXXXX 00002199 - 99	THE DEPOSITORY TRUST COMPANY ENTER AN ORDER	MM/DD/YY HH:MM:SS
ENTITY : 00009999	NAME: DTC TEST ACCOUNT	CONTACT:
ADDR :		PHONE:
		DELIV METHOD (S=SHIP GROUND,P=PICK-UP N= NEXT DAY, 2= 2 DAY, 3= 3 DAY):
CITY :	ST-PR:	ZIP:
TOTAL COST :		CNTRY:
FORM NO	QTY DESCRIPTION	QTY PER UNIT PRICE DEI
ENTER : TO VERIFY	PF4:16 : TO VIEW FORMS LIST	PF10:22 : FIRST PAGE
PF1:13 : TO TRANSMIT	PF11:23 : SCROLL FORWARDS	

Exhibit