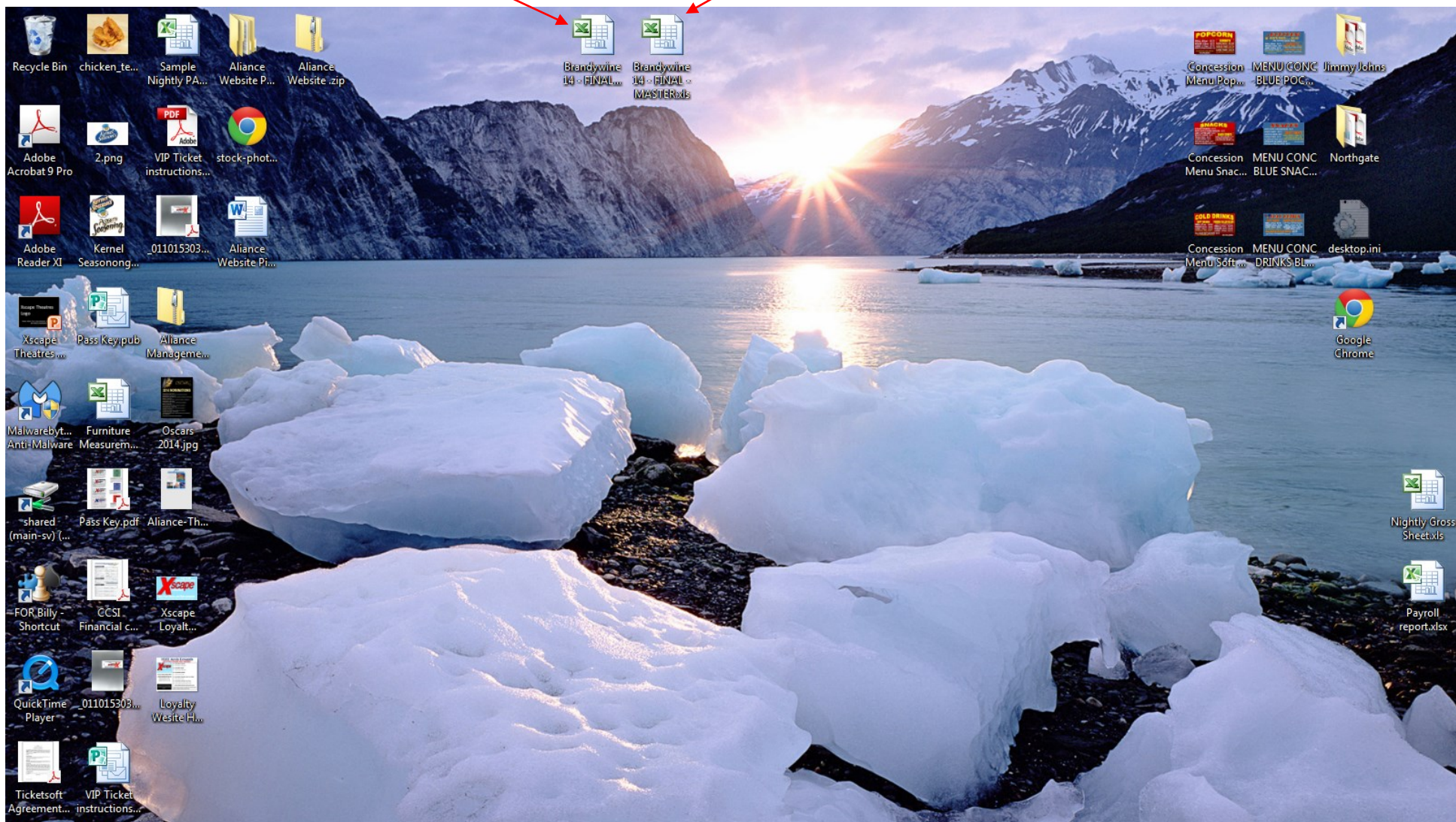


Current Nightly Paperwork Used

Master Nightly Paperwork File (clean)



You should always have 2 paperwork files located on your desktop, A clean, current Master file and the current weeks paperwork you are using. They should be readily available for all closing managers and all managers should know which paperwork to use. Every Thursday the final numbers should be entered into the sheet and emailed and then that finished Week Ending paperwork should be moved into a file out of site where it can be accessed again if need be. Friday night you will open the Master Paperwork file and change the date and SAVE AS "Nightly Paperwork WE (and then the weekendng date)". Make sure you save it to the desktop for the other managers.