



## How To Use The Limited Partnership Secondary Market Quote Form

**Our friends at FINRA require all trades to have a minimum of three quotes prior to execution of the trade. This includes stocks, bonds and limited partnerships. The Limited Partnership Secondary Market Quote Form is designed with this in mind. The form is required for all secondary market limited partnership purchases.**

To use the form, it is necessary to fill it in as you call three secondary market limited partnership brokers. Prior to calling the broker, you should fill in the customer's name at the top of the form, and the name of the partnership they intend to buy or sell. Next, indicate whether the customer is going to buy or sell the partnership. If they are purchasing, you should also know how much money they would like to invest into the product. This will dictate how many shares they can purchase.

Next is to choose three dealers to call. There is a list of dealers and phone numbers at the bottom of this instruction page. Write down the names of each of the dealers you intend to call on the line labeled "Dealer" on the form. When you call, be sure to write down the name of the person who gives you the quote. This will save headaches later if you do want to accept the quote from that person. Also write down the date and time you made the call.

When you get a quote, write down the price quoted and mark the line labeled "available". If they cannot give you a quote, mark the line labeled "Not Available".

Once you have contacted three brokers, you can then determine which of the quotes is best and call that company back to accept their quote. Be sure to mark the line for each broker to indicate which broker's quote you accepted.

The commission needs to be calculated before you call to accept a quote, so use the formula near the bottom of the page to make sure you will not be charged too much. 5% is the maximum amount a rep can charge. That is 5% of the amount that is being used to purchase the product, not 5% of the total the client is paying.

When all of the lines on the form are filled out, sign and date the form, and print your name next to your signature. Include this form when you send the paperwork to Harbour. Also be sure to keep a copy of all of the paperwork prior to sending it to Harbour.

## **SECONDARY PARTNERSHIPS**

Advantage Partnership Board	866 735-5579
Alliance Partnership Service	800 990-5604
American Partnership Board	800 736-9797
First Trade WFG	800 700-7998
Partnership Marketing Co.	888 824-8600