

RDO / LTDO / LTAD
Quarterly Summary of Diskettes Received / Rejected / Transmitted
As of _____

	1st month of quarter						2nd month of quarter						3rd month of quarter						Quarter Total											
	Regular		Replacement		Total		Regular		Replacement		Total		Regular		Replacement		Total		Regular		Replacement		Total							
	No. of disk.	No. of files	No. of disk.	No. of files	No. of disk.	No. of files	No. of disk.	No. of files	No. of disk.	No. of files	No. of disk.	No. of files	No. of disk.	No. of files	No. of disk.	No. of files	No. of disk.	No. of files	No. of disk.	No. of files	No. of disk.	No. of files	No. of disk.	No. of files						
FOR CHECKING																														
Beginning Balance							(C)																							
Add: Received			(G)																											
Total for Checking																														
(A) Less: Rejected																														
Balance for Checking																														
(B) Less: Checked Diskette																														
(C) Ending Balance																														
FOR TRANSMITTAL (to RDC)																														
Beginning Balance Diskette Checked but not yet Transmitted							(D)																							
Add: Checked Diskettes (B)																														
Total																														
Less: Transmitted																														
(D) Ending Balance																														
REJECTED (For Ret. to TP)																														
Beginning Balance							(F)																							
Add: Rejected Diskette (A)																														
Total																														
(E) Less: Returned to TP																														
(F) Balance																														
FOR REPLACEMENT																														
Beginning Balance for Replacement							(H)																							
Add: Rejected and Returned to TP (E)																														
Total																														
(G) Less: Replaced																														
(H) Balance End																														