

File Name Conventions

Short Name	Description
Admin	Administration
Adv	Adviser/Advising
Aft	After
Amt	Amount
App	Applications
Apt	Appointment
BDM	Business Development Manager
Biz	Business
Cert	Certificate
Chg	Change
Cor	Correspondences
Corp	Corporate
Exist	Existing
FF	Fact Finds
FN	File Notes
Fr	From
FSG	Financial Services Guide
Gen	General
Info	Information
Ins	Insurance/Insured
Intro	Introduction/Introductory
IP	Income Protection
IT	Information of Technology

Short Name	Description
Med	Medical
Meet	Meeting
Mth	Month
PDM	Practice Development Manager
PDS	Product Disclosure Statements
Pol	Policy
Prep	Preparation
Prepop	Prepopulated
Prod	Product
Pynt	Payment
Rcd/Rcrd	Record
Rcv	Received
Ref	Reference
Rqt	Request
Sch	Schedule
SM	Sales Manager
SOA	Statement of Advice
Stnt	Statement
Sum	Summary
Super	Superannuation
Temp	Temporary
Trxn/Trx	Transaction
Wdraw	Withdrawal

