www.ealing.letslink.org

Local Exchange Trading Scheme
Member Trading Record

Name ……..……
Address……..…….
……
……
Telephone ……

We recommend that members use this record sheet as an interim record of face-to-face trading at events, or if you, or your trading partner do not have digital access. Please ensure that your trading partner has a corresponding entry on their record sheet, so that both parties have an aide memoir to ensure that transactions have been recorded. If you have online access, enter the date on your sheet when you have done the transaction, If not, give or send the sheet to the LETS accountant – or to your online buddy - who is authorised to carry out transactions on your behalf. For technical support with trading in Eals, go to Contact Us or call admin on: **020 7607 7852**

Date (dd/mm/yy)	Member ID (four digits) From	To	Details of the transaction - goods or services - etc	Amount	Signed	Transaction Done (date)