BUILDING A BRIGHTER FINANCIAL FUTURE

Seven Steps to Create your Financial Blueprint™

Advisor Actions / Responsibilities	Financial Planning Sequence	Client Actions / Responsibilities
When you contact us, we'll provide a brief description of our services, philosophies, methodology, and fee structures. We'll direct you to our web site or mail you an introductory packet to help you learn more.	**Step 1:** Initial Inquiry	You review our introductory materials, or visit our web site to learn more. If our services appear to fit your needs, we'll schedule a Step 2 "Get Acquainted Meeting." (The meeting can be done on the phone or in person.)
The Get Acquainted Meeting is an opportunity for us to exchange information about your needs and objectives, and further discuss which of our services are right for you. We will also provide an estimated fee quote.	**Step 2:** Get Acquainted Meeting Or Teleconference	When you decide to engage our services, we will give you a list of any additional information that we will need to begin formulating your financial plan. One-half of the estimated total fee is due at the time of this engagement.
When we receive your information, we begin to review and develop your financial plan. We prepare initial reports to discuss during Step 4.	**Step 3:** Data Gathering and Initial Preparation	In step 3, you gather the data requested, and complete your cash flow worksheet and risk tolerance questionnaire. You may fax, email, or mail this information to us before our next meeting.
Via phone, email, or in person, we discuss and clarify the information you have provided thus far. We continue to refine your financial goals and objectives.	**Step 4:** Interactive Goal Setting	In Step 4, you have another opportunity to clarify your current situation, financial goals and objectives. Feel free to bring up any additional questions or concerns you may have.
We edit the initial information as needed and run additional scenarios if applicable. We then conclude our research and analysis, and produce final reports for your personal financial plan, including observations and recommendations.	**Step 5:** Analysis and Plan Formulation	We schedule a meeting or teleconference 1 to 2 weeks after the conclusion of Step 4. The ball is in our court in the interim. Revisit our web site to stay current on the changing world of personal finance and investments.
In Step 6, we present and review your personal financial plan. We discuss all reports and provide you with a written summary of our observations and specific recommendations.	**Step 6:** Presentation of Your Financial Plan	Congratulations! At this point you will hold a personalized blueprint, custom designed to meet your financial goals. Full payment of the balance for actual fees incurred is due at the conclusion of the plan presentation meeting.
Plan implementation and follow-up is available, if desired, at our usual hourly rate.	**Step 7:** Plan Implementation And Follow Up	Proper implementation is crucial to reaching your financial goals. Whether you now implement and monitor the plan yourself, or engage us to provide a portion or all of these services for you, we urge prompt action.

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