

Confidential Discovery

Name Dennis & Maria Mitchell Date: 10/27/2026

Location: ☒ Office ☐ Business ☐ Home ☐ Other _____

1.1 Appreciation

Appreciate you being here. I know your time is valuable. Let's get right to the things that are most important to you.

1.2 Today's questions

Before we begin, are there any thoughts, questions, or concerns you want to make sure we address today?

Can we retire without relying
on a business sale? Need a clear
income and protection plan.

1.3 Why now

What makes that so important to you at this time?

Dennis wants to step back at 64.
Business still depends on him.
Want time with family.

1.4 Prior efforts

And up until now, what other things have you done in this area?

Saved in IRA, Roth and brokerage.
CPA files taxes; separate advice.
No joined-up planning review.

1.5 A successful relationship

If we were sitting here 12 months from now, what would you have hoped might have happened from this meeting and our relationship together so that you would feel like this was a successful relationship?

Know retirement income needs.
Agree on a practical business exit.
Have a clear, written action plan.

1.6 How we work together

You see, we only work with a limited number of clients each year, and we want to make sure there's a good fit. Our job is to significantly move the needle in our clients' financial lives. My job is to find out how I can best do that for you.

It does take input. As they say, garbage in, garbage out. And the best answers are not usually the quick answers.

Many of our clients find that the difference between having their financial affairs and having their planning done as well as possible is not only greater clarity, confidence, and coordinated execution, but it may lead to tens of thousands, even millions of dollars over the course of your life and your legacy.

To find out if we could have that impact on you, we'd want to gather a little bit more information. Fair enough?

Fair enough - yes.

02 Q1 Who matters most

2.1 People before decisions

Well, let me back up just so I can understand four quick things about you.

The first one is: Who matters most to you?

Who are the people who are going to influence, or be influenced by, the decisions we make?

That might include your spouse, children, aging parents, business partners, other financial advisors, accountants, churches or charities.

Spouse or partner

Dennis, 59; Maria, 57.

Both part of decisions.

Retire at age 64 each.

Children or others who depend on you

Leah - daughter; Evan - son.

Avery - granddaughter.

Fair family legacy matters.

Aging parents or other family

None currently supported.

Recheck if circumstances change.

Business partners or key people

Nolan Price - 20% co-owner.

*Luis Rivera - operations manager;
possible successor, not agreed.*

Advisors, accountants or other professionals

CPA Claudia Bennett; Priya Shah,

estate attorney; Jordan Hayes,

advisor; Renee Brooks, insurance.

Churches, charities or causes

Community / food assistance.

\$500/month included in budget.

No binding pledge.

2.2 Other people and involvement

Who should be involved in the conversation, and what would you like us to understand about those relationships?

Both spouses first. Coordinate with CPA and estate attorney after permission.

No business buyer or successor commitment yet.

Listen first and carry forward known relationships. A name is not permission to contact someone; confirm any required authorization and limits separately.

03 Q2 What matters most

Rank checked priorities with 1 highest. Define the three highest priorities below.

3.1 Select what matters (Select all that apply, then rank in order)

- 1

☒

Sustain lifestyle

☐

Generate new wealth

☐

Protect and preserve

☐

Achieve a goal
- 2

☒

Minimize taxes

3

☒

Provide a legacy

☐

Other

3.2 Your top priorities (specific defined goals)

Rank	Specific defined goal	Why it matters, amount and target date
1	Retirement income	Age 64 each; about \$8,200/month
2	Tax coordination	Review avoidable gaps this year
3	Business / family legacy	Succession steps within 12 months

3.3 Investment risks

Have you explored the risks associated with these goals as they pertain to investment management?

(In your own words, how would you describe these risks?)

- ☒

Yes
- ☐

No
- ☒

Unsure
- ☐

Market risk
- ☐

Longevity risk
- ☐

Interest rate risk
- ☐

Inflation risk
- ☐

Behavioral finance risk
- ☐

Investment tax mismanagement

Losses near retirement; money lasting.

3.4 Team coordination

Have your comprehensive strategies—tax, legal, investment, insurance and business, if applicable—been reviewed together on your behalf in the last 12 to 24 months?

- ☐

Yes
- ☒

No

Notes:

Separate advisors; no joint review.
Need records to verify details.

(If it has been a while, or coordination is up to you, how confident are you in how well it has been working so far?)

Not confident all the pieces fit.

3.5 Willingness to take the next steps

If we identify worthwhile improvements that require a few steps on your part, would you be willing to take those steps?

- ☒

Yes
- ☐

No
- ☐

Tell me more

3.5B Anything to address first

Is there anything that might prevent you from taking necessary steps forward that we should address?

Time, complexity; want clear steps.

04 Q3 What do we have to work with

4.1 A high level sketch

Now, what do we have to work with?

Estimates or ? are fine. No account numbers or passwords.

4.1B Reviewed in the past 12 months?

Item	Yes	No	?	NA
Transfer on death (TOD)	☐	☐	☒	☐
Primary beneficiaries	☐	☒	☐	☐
Contingent beneficiaries	☐	☒	☐	☐
Trusted contacts	☐	☐	☒	☐

4.2 Current income and sources

Amounts are: ☒ Monthly ☐ Annual

• Social Security

Client A 0 Client B 0

• Pension

Client A 0 Client B 0

• Other

Client A 22,000 Client B 3,000

Totals for the same period

Client A 22,000 Client B 3,000

Household total 25,000 gross

4.3 Living costs (same period): \$ 11,600

Include major upcoming costs.

4.4 Numbered resource buckets

(Napkin math estimates only for clarity. We'll address in more detail subsequently. Count each asset once; a possible sale is not cash today.)

1 Cash and short-term

reserves

\$90,000

2 Taxable investments

\$325,000

3 Real estate

\$650,000 home

4 Pre-tax and tax-deferred

retirement

\$750,000

5 Roth accounts

\$125,000

6 Annuities

None

7 Insurance and cash value

Cash value: unknown

8 Business interest

\$760k proxy only

9 Other assets, resources, or intellectual property

None reported

4.5 Documents and records

(Documents needed to verify and clarify)

- ✓ Statements (Investment, Bank, Insurance, Annuity)
- ✓ Estate and authority documents
- ✓ Business Documents (Shareholder Agreement, Partnership Agreement, Buy-Sell Agreement, Marketing Plan, Business Valuation, Company Census, Qualified Summary Plan Description)
- ✓ Tax returns and related records

4.6 Debts and obligations

Mortgages, loans or business debt: note balance and payment amounts.

Mortgage \$180k; 4.25%.

Payment unknown.

Business debt: homework.

04 Q3B Business basics and ownership

(Business Supplement)

B0.1 Business basics

☒ **Applies** ☐ **Skip — no business ownership**

Carry forward known answers. Use ballpark estimates or ?; explore only the useful follow-up.

Business / industry / location Mitchell Home Services LLC / OcalaYears in business 18 Employees, excluding owners 14 ?Owners / key roles: ☒ Carried forward Updates _____Dennis 80%; Nolan Price 20%. Luis handles operations.

B0.2 A quick picture of the business

What year are these estimates for? ? Use the same year for all figures.About how much did the business bring in from sales before expenses? \$ 2.8 millionAbout how much was left after business expenses? \$ 380k ☒ Profit ☐ Loss ☐ ?About how much did you pay yourself (salary, draws or distributions)? \$ 264k

Rough estimates or ? are fine. Keep these figures separate; we'll clarify how they fit together later.

Profitable in each of the last two years? ☐ Yes ☐ No ☒ UnsureProfit basis / owner-pay treatment: CPA to verify; do not add together.

B1 Ownership and partnership agreements

If you have co-owners, how clear are the rules for decisions, responsibilities, disagreements and someone leaving?

☐ Existing ☐ Not in place ☐ Needs review ☒ Unsure ☐ N/AAgreement status unsure; request signed copies and attorney review.Need clear terms for departure, death, disability and disputes.

B2 Buy-sell agreement and funding

If an owner died, became disabled or wanted to leave, what would happen to their ownership—and where would the money for a buyout come from?

Agreement: ☐ Existing ☐ Not in place ☐ Needs review ☒ Unsure ☐ N/AFunding: ☐ Existing ☐ Not in place ☐ Needs review ☒ Unsure ☐ N/ABuy-sell terms and funding not confirmed; bring agreement and policies.Do not assume business cash or a buyer would fund a buyout.

04 Q3B Business review topics

(Business Supplement)

Explore only flagged priorities. Existing and Needs review may both apply; ? means unsure.

B3 Business insurance and protection

If you or a key person could not work, or the business had a major disruption, what would keep the business and household income going?

- ☐ Existing ☐ Not in place
☐ Needs review ☒ Unsure ☐ N/A

Coverage details unknown.

Key-person and disability gaps?

Request coverage review.

B4 Retirement plan review

What retirement plan, if any, do you have for the business—and does it support what you want to save and offer your employees?

- Plan: ☐ None ☐ SIMPLE IRA ☐ 401(k)
☐ Other _____ ☒ Unsure

- Fit: ☐ Meets goals ☒ Worth a review ☐ Unsure

If known, one annual owner amount:

- ☐ Current funding ☐ Desired additional saving
 \$ _____ ☒ Unsure

Bring plan summary / census.

B5 Succession planning

Who could run the business if you stepped back, and what would they need to be ready?

- ☐ Existing ☐ Not in place
☒ Needs review ☐ Unsure ☐ N/A

Possible successor / role:

Luis Rivera - operations manager

- ☒ Identified ☐ None yet ☐ Unsure

B6 Value acceleration

What could make the business stronger, less dependent on you and more attractive to a future owner?

- ☐ Existing ☐ Not in place
☒ Needs review ☐ Unsure ☐ N/A

Less owner-dependent; systems,

leadership and repeatable revenue.

B7 Exit planning

How would you like to leave or reduce your role, when would that feel right, and what would your life and income need to look like afterward?

- ☐ Existing ☐ Not in place
☒ Needs review ☐ Unsure ☐ N/A

Future / timing: ☒ Carried forward

Step back around Dennis age 64.

Explore transfer; no terms agreed.

B8 What deserves attention first

Carry priorities and next steps into 6.1; request records in 6.5B.

Top one or two topics

1 Continuity; 2 retirement / exit.

Next step / who will help

Dennis gathers; CPA / attorney review.

Homework / records to request

Agreement, policies, census, plan.

05 Q4 How do we play to win

5.1 A coordinated priority plan

- **Risk and cash needs.** Understand risk tolerance, time buckets, liquidity and income.
- **Planning opportunities.** Explore qualified retirement and charitable planning.
- **Coordination.** Set a priority plan from where you are to where you want to be.

5.2 Check relevant areas that are of concern to you and describe

(Check all that apply.) Ask the estate question of everyone; follow other flags only.

Area of concern or brief relevance screen	Importance or known rough amounts
☒ Risk comfort / loss capacity; time buckets / cash access	Is this important to you? ☒ Yes ☐ No ☐ Unsure
Cash flow / required minimum distributions (RMDs) Currently taking RMDs? ☐ Yes ☒ No ☐ Unsure ☒ If yes, approx. annual \$_____ / ? Timing preference within year: N/A ☐ Beginning ☐ End ☐ Throughout	If taking RMDs: Explored ways to minimize their tax impact? ☐ Yes ☐ No ☐ Unsure Is that important to you? ☐ Yes ☐ No N/A
☒ Qualified retirement planning	Is this important to you? ☒ Yes ☐ No ☐ Unsure
☒ Values-filtered investing Investments aligned with personal values	Familiar? ☐ Yes ☒ No Important to explore? ☒ Yes ☐ No ☐ Unsure
☒ Estate / legacy and charitable planning If you died or could not act, are your wishes and decision-making authority covered?	☐ Clear ☒ Needs review ☐ Unsure Priority / record: <u>Estate copies</u>
☒ Taxable investments Taxes, gains or concentrated holdings to review?	☒ Yes ☐ No ☐ ? Balance \$ <u>325k</u> Tax-loss harvesting / direct-indexing: review flag only.
☒ Life insurance protection Could your death leave an income shortfall?	☐ Yes ☐ No ☒ Unsure Monthly gap \$ <u>?</u> Existing death benefit \$ <u>650k ?</u>
☒ Long-term care protection How would extended care be paid for without upsetting your plan?	☐ Coverage ☐ Savings ☒ Review ☐ ? Known cost / month \$ <u>?</u> Known benefit / month \$ <u>?</u>
☒ Tax, legal, estate and advisor coordination	Is this important to you? ☒ Yes ☐ No ☐ Unsure
☒ Business contingency planning and risk management	Is this important to you? ☒ Yes ☐ No ☐ Unsure
☒ Business value acceleration and exit planning	Is this important to you? ☒ Yes ☐ No ☐ Unsure
☒ Business succession planning	Is this important to you? ☒ Yes ☐ No ☐ Unsure

05 Q4 Priorities and the next step

5.3 Low-hanging fruit

Near-term opportunities to clarify and address first

- ☒ *Gather statements; reconcile monthly cash flow.*
- ☒ *Confirm beneficiaries, TOD and trusted contacts.*
- ☒ *Collect business agreements, policies and plan records.*

5.4 Big rocks

Longer-term exercises that deserve attention

- ☒ *Verify retirement income and tax assumptions.*
- ☒ *Review buy-sell funding, continuity and successor readiness.*
- ☒ *Coordinate estate, insurance and qualified-plan review.*

5.5 Long-term custom goals

The longer-term goals we will define together

- ☒ *Retire at 64 each with about \$8,200/month lifestyle.*
- ☒ *Build a business transition that does not depend on a forced sale.*
- ☒ *Protect family and preserve choices as needs change.*

5.6 Connecting the four questions in reverse

If we could:

- **Q4 Build the priority plan** we've just described;
- **Q3 Using the resources** we've discussed;
- **Q2 To accomplish what matters most to you;**
- **Q1 While providing for and protecting the people you care most about;**

Then, how long should we wait before we begin?

** The elephant is not always eaten all at once. We can take a bite at a time as we work together through taxes, legal, investments, insurance, estate planning, distribution planning, and legacy planning.*

Ready to begin with homework and verification - no product decisions yet.

06 Your summary and next steps

Date of birth Dennis 4/12/1967; Maria 6/8/1969

6.1 Summary of our conversation

Include household, business, RMD, values and other operational priorities.

What we discussed

Retirement / continuity

Tax & family protection

Next steps / owner / date

Dennis + Maria: records

Return by Nov 3, 2026

Loose ends for next time

Profit basis; policy gaps

\$3.4k/mo unexplained

6.2 Best way to communicate

Complete each detail; check the best method.

☒ Phone 202-555-0191

☐ Email dennis.mitchell@example.com

☐ Mail / address 100 Example Lane
Example City, FL 00000 (fictional)

6.3 May we speak with

Anyone else? ☐ Yes ☒ No

Name: Not authorized by sample

Accountant / tax professional ☐ Yes ☒ No

Name: Claudia Bennett - discuss

Estate attorney ☐ Yes ☒ No

Name: Priya Shah - discuss

Any required contact or information-release authorization is completed separately.

6.4 The handoff

Complete your assigned **Client Confidential Clarity Assessment (Retirement X-ray)** and gather **checked records**.
Our office prepares a **separate follow-up report**.

Take home blank assessment; verify details rather than repeat estimates.

6.5 Before we meet again

Return before our next meeting so we can give your planning careful attention.

☒ Drop off

☐ Request self-addressed return envelope

No email, for privacy.

Assigned sections

All + business supplement

6.5B Documents to bring

Statements and other records

☒ Investment / retirement

☒ Bank

☒ Insurance

☐ Annuity

☒ Tax records

☒ Income and benefits

☒ Estate / beneficiaries

☒ Property / debt

Business documents

☐ Shareholder Agreement

☒ Partnership Agreement

☒ Buy-Sell Agreement

☒ Marketing Plan

☒ Business Valuation

☒ Company Census

☒ Qualified Summary Plan Description

6.6 Next appointment

DATE

Nov 10, 2026

TIME

10:00 AM

LOCATION

Office (fictional)

☐ Confirmed ☒ Proposed ☐ To be scheduled If pending: who / by when Sample only

07 What happens next

The Three C's

Our work usually begins with three meetings, followed by implementation as needed. We agree on the scope, priorities and pace together.

1 CLARITY

Discovery

We explore your priorities, the people you care about and the resources available, then identify what deserves a closer look.

2 CONFIDENCE

Facts and review

You complete assigned homework and gather requested records. We review the facts, prepare the Confidence Report and clarify assumptions before strategy.

3 COORDINATED EXECUTION

Strategy and action

At meeting three, we discuss strategy, options and next steps. Implementation may involve additional meetings and coordination with professionals you authorize.

Why coordination matters

Good advice in one area can still leave costly gaps when your tax, legal, investment and insurance decisions aren't coordinated. Part of our role is to connect your decisions around your priorities and identify overlooked opportunities and coordination gaps as we work together toward the outcomes that matter most to you.

Reviewed: clarify first, verify next, then choose actions together.

Clear about scope and cost

Depending on your services, planning, money-management and/or transaction fees may apply. We explain costs and each option's pros and cons before you decide.

We aim to provide excellent service with competitive, reasonable fees, working strategically around your wealth and goals.

If we could:

- Q4 Build the priority plan we've just described;
- Q3 Using the resources we've discussed;
- Q2 To accomplish what matters most to you;
- Q1 While providing for and protecting the people you care most about;

Perhaps it's time to find out.

Thank you

We appreciate your time. We know you have choices in whom you do business with, and we are excited for the opportunity to continue to earn your relationship.