

06 Your summary and next steps

Date of birth _____

6.1 Summary of our conversation

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

What we discussed

Next steps / owner / date

Loose ends for next time

6.2 Best way to communicate

Complete each detail; check the best method.

☐ Phone _____

☐ Email _____

☐ Mail / address _____

6.3 May we speak with

Anyone else? ☐ Yes ☐ No

Name: _____

Accountant / tax professional ☐ Yes ☐ No

Name: _____

Estate attorney ☐ Yes ☐ No

Name: _____

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**.

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

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

TIME

LOCATION

☐ Confirmed ☐ Proposed ☐ To be scheduled If pending: who / by when _____

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.

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.