Know My Client Review Meeting

Date: ______________________

Names: ______________________ ______________________

Fully understanding your financial situation is the only way I can be sure that the recommendations I make and the advice I give you is appropriate.

I have recently implemented a new “Know My Client” review that I am introducing to all my clients. This process will only take a few minutes and will provide you with an analysis that will help to clarify our relationship and the type of services you may require from me in the future.

Agenda

1. Discuss the purpose of the meeting and what you can expect to gain.
2. Collect high-level personal and financial information and discuss any specific goals you may have.
3. Prepare and review an analysis of your current financial situation, the Big Picture.
4. Complete the Big Picture checklist for the following:
    - Cash Flow analysis
    - Financial Asset analysis
    - Income Tax analysis
    - Risk Management analysis
    - Retirement Options
5. Review “Best Practices” engagement letter:
    - The Scope of the Engagement
    - Privacy Policy
    - Advisors Disclosure (insurance license)
    - Electronic Communications
6. Discuss next steps, responsibilities and time-frame: