Our Seven Steps to Successful Financial Planning

Step 1: Initial Contact
When you contact us, we will direct you to our website if you have not visited it already. It is designed to provide a brief description of our services, philosophies, methodology and fee structures. If our services appear to fit your needs together we schedule a "Get Acquainted Meeting." In preparation for Step 2, you will be asked to submit our questionnaire a day or two before our first meeting.

Step 2: Get Acquainted Meeting
The Get Acquainted Meeting is an opportunity for you to share with us your needs and objectives. Together we discuss which services are right for you. We provide a fee quote. When you decide to engage our services, we will give you a list of additional information needed to begin formulating your financial plan. Together we will sign a Service Agreement, and our deposit fee is due, paid by check.

Step 3: Data Gathering and Review
We usually provide a Data Request form at the conclusion of the meeting when you engage us. When we receive your information we begin to review and develop your financial plan. We prepare initial documents for your review including a financial statement and spending plan which we ask you to quality control prior to the second meeting. You may email, fax or mail information to us.

Step 4: Interactive Goals and Data Verification Meeting
As we review and analyze your situation, together we discuss and clarify the information you have provided thus far. To do this, we conduct a second meeting or extended conference call if you are not located in our of our service areas. You provide any additional information requested and further clarify your current situation, financial goals and objectives. You present any additional questions or concerns you may have.

Step 5: Analysis and Plan Formulation
We edit and analyze your initial information, and complete two or more scenarios. We then conclude our research and analysis, and produce final reports for your personal financial plan. We call you to confirm our presentation meeting after providing our data input screen shots to you by email or mail for your final review before report production so that we have an opportunity detect any errors or add additional detail including goals.

Step 6: Financial Plan Presentation
We present and review your personal financial plan with you. The financial plan includes: reports, a summary of our observations and specific recommendations. It is personalized based on your situation and to meet your financial goals. Full payment of the balance for actual fees incurred is due from you at the conclusion of our plan presentation meeting.

Step 7: Plan Implementation and Follow-Up
Implementation is crucial to reaching your financial goals. After the conclusion of our engagement:

- Ask questions about recommendations and implementation for the first 30 days gratis
- Send us an email question on the First Friday of every month for the next 12 months.
- We will contact you for a one year follow up meeting to see how you've done with implementation.
- You can contact us at anytime for further help as outlined under "Services" on our website.

mainstreet
FINANCIAL PLANNING, INC.