



mainstreet

FINANCIAL PLANNING INC.

## Client Service Agreement - Hourly Engagement

Please review this Agreement carefully as it sets forth the understanding between you ("Client") \_\_\_\_\_ and MainStreet Financial Planning, Inc. ("MSFP") regarding the services MSFP will provide you. If you have any questions about the content of this Agreement we should discuss them before you sign this Agreement.

1. Initial Services. MSFP will provide consultations addressing the specific issue or issues you request as indicated below. MSFP will provide you with a detailed financial analysis and recommendations to guide you toward the achievement of your objectives. MSFP will limit its analysis to the specific areas indicated below. You understand that information regarding specific issues not revealed to or analyzed by MSFP may have a direct impact on the suitability or accuracy of specific recommendations given.

2. Specific Services Requested. Please initial below to indicate the specific services you are requesting from MSFP:

- |  |  |
|--|--|
| <input type="checkbox"/> Cash Flow/Debt analysis and recommendations         | <input type="checkbox"/> Retirement capital needs analysis |
| <input type="checkbox"/> Current portfolio review or analysis                | <input type="checkbox"/> Insurance review                  |
| <input type="checkbox"/> Portfolio allocation and investment recommendations | <input type="checkbox"/> College education funding         |
| <input type="checkbox"/> Estate plan review                                  | <input type="checkbox"/> Income tax planning               |

Other services:

\_\_\_\_\_  
\_\_\_\_\_

Estimated Fee Range for Services: \_\_\_\_\_

3. Future Services. In addition to the specific services requested pursuant to this Agreement, MSFP may provide you with financial advisory services in the future upon specific request from you. The scope of such services will be determined at the time such services are requested. Such additional services will be subject to the provisions of this Agreement, including the provisions relating to payment of fees and the limitations on MSFP's duties and liabilities.

4. Fees. MSFP's fees for advisory services, including future services, will be based primarily on the amount of time expended on your behalf and on the billing rate for each consultant devoting time to this matter. The billing rate for James Ludwick is currently \$300 per hour for professional services; Anna Sergunina is currently \$200 per hour for professional services and \$80 per hour for administrative tasks. These billing rates are subject to change upon written notice to you. James Ludwick and/or Anna Sergunina reserve the right to reduce their hourly rates for special situations.

5. Payment of Fees. You agree to submit the lesser of \$500 or one-half of estimated fee range (as indicated in paragraph 2, above) upon signing of this Agreement. The balance of actual fees for initial services provided will be due and payable to MSFP immediately upon presentation of recommendations to you. MSFP will invoice you for the amount of fees for any future services performed. Payment of such invoices shall be made within twenty (20) days of the date of the invoice.

6. Client Representations.

You represent to MSFP the following and understand and agree that MSFP is relying on these representations as an inducement to enter into this Agreement:

Date: \_\_\_\_\_

- You agree that you will provide MSFP with the necessary information to provide the agreed upon services.
  - You understand that the responsibility for financial decisions is yours and that you are under no obligation to follow, either wholly or in part, any recommendation or suggestion provided by MSFP.
  - You understand that MSFP obtains information from a wide variety of publicly available sources and cannot guarantee the accuracy of the information or success of the advice which it may provide. The information and recommendations developed by MSFP are based on the professional judgment of MSFP and the information you provide to MSFP. MSFP will act in good faith. An adviser may be liable to clients for acts of good faith.
  - You understand and agree that due to the limited nature of this engagement, MSFP is under no obligation to contact you to recommend changes to your financial plan or any of the recommendations and advice provided under this Agreement in the future.
  - You understand that all investments involve risks and that some investment decisions will result in losses. You understand that MSFP cannot guarantee that your investment objectives will be achieved.
  - You understand and agree that MSFP will not be liable for any loss incurred as a result of the services provided to you by MSFP. Nothing in this Agreement shall in any way limit or waive any rights you may have under federal or state securities laws.
  - You understand and agree that MSFP performs services for other clients and may make recommendations to those clients that differ from the recommendations made to you. You agree that MSFP does not have any obligation to recommend for purchase or sale any security or other asset it may recommend to any other client.
7. Confidentiality of Information. MSFP will regard any information provided by you as confidential.
  8. Termination. This Agreement may be terminated at any time upon written notice to either MSFP or you. If this Agreement is terminated by either party all fees due at time of termination will be due and payable by you immediately. MSFP will immediately refund any unearned, prepaid fees.
  9. Implementation of Investments. At your direction, MSFP will assist with the implementation of investment and other recommendations. This is a billable activity. MSFP does not initiate transactions in any investment account.
  10. Multiple Clients. In the event Client is actually two individuals, MSFP is authorized to accept the direction of either party and such direction will be binding on both parties.
  11. Commissions. The Client understands MSFP will not receive commissions on transactions that may result from the implementation of the Client's financial plan.
  12. Assignment. MSFP will not assign the Agreement to any other party without your written consent.
  13. Governing Law. This Agreement shall be governed by the laws of the State of Maryland.

CLIENT HEREBY ACKNOWLEDGES RECEIPT OF MAINSTREET FINANCIAL PLANNING'S FORM ADV PART II EITHER IN WRITING OR UPON REVIEW ON OUR WEBSITE ON:

\_\_\_\_\_.

ACCEPTED this \_\_\_\_\_ of \_\_\_\_\_,  
 (day) (month) (year)

Client \_\_\_\_\_

Client \_\_\_\_\_

\_\_\_\_\_  
 Signature on behalf of MainStreet Financial Planning, Inc.