Service Menu Worksheet





Purposeful individual investors are proactive in selecting the specific services that truly add value. Use this worksheet to identify the specific investment advisory services that will help you to accomplish your financial goals.

| INVESTMENT MANAGEMENT | NEED | WANT | PASS |
|--|----------|------|------|
| Comprehensive cash flow assessment | √ | | |
| Comprehensive goal clarification | | | |
| Comprehensive financial risk assessment | | | |
| Strategic asset allocation policy to manage investment risk | | | |
| Portfolio construction analysis and written investment plan | | | |
| Due diligence research on investment managers | | | |
| Negotiation with custodians and investment managers to minimize fees | | | |
| Full disclosure of all fees and compensation paid to investment advisors & money managers | | | |
| Implementation of the recommended investment portfolio | | | |
| Periodic rebalancing of investment portfolio | | | |
| COMPREHENSIVE PERFORMANCE REPORTING | NEED | WANT | PASS |
| Comprehensive quarterly portfolio performance evaluation reports | | | |
| Comprehensive monthly portfolio performance evaluation reports | | | |
| Comprehensive tax reports on investment portfolio holdings | | | |
| Quarterly meetings to review your investment portfolio | | | |
| Quarterly conference calls to review your investment portfolio | | | |
| Comprehensive annual investment review meeting to review your investment strategy and policy | | | |
| Online access to portfolio holdings with daily valuation, gain/loss data and year to date performance | | | |
| FINANCIAL PLANNING SERVICES | NEED | WANT | PASS |
| Personal Financial Statement (Net Worth Statement) | | | |
| Cash Flow Analysis and Budget Planning | | | |
| Retirement Income Planning | | | |
| Income Tax Planning | | | |
| Asset & Income Protection Planning | | | |
| Estate Planning | | | |
| Philanthropic Planning | | | |
| Annual Review Meeting | | | |
| Annual Review Booklet with Letter of Understanding and updated Personal Financial Statement | | | |
| Collaboration with your other advisors (accountant, attorney, banker, insurance agent, etc.) as needed | | | |
| Coordination with related entities and related portfolios | | | |
| INVESTOR EDUCATION | NEED | WANT | PASS |
| Educational presentations on Wealth Management for Individual Investors | | | |
| Educational presentations on Personal Finance for Children and Young Adults | | | |
| Educational presentations on Fiduciary Investment Management for Foundations, Endowments & Trusts | | | |
| Optimal investment structure for the efficient governance of your investment portfolios | | | |

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