

For: _____	Date: _____
Estimated Fee \$ _____	[] Letter of Engagement [] Verbal Confirmation

Core Financial Planning Work:	Assignment	Time
1 [] <u>Goals & Objectives - Development & Clarification</u>		
2 [] <u>Cash Flow Analysis & Projections</u>		
3 [] <u>Mortgage Analysis 1st 2nd</u>		
4 [] <u>Education Funding Source & Analysis</u>		
5 [] <u>Retirement Planning Analysis & Reports</u>		
6 [] <u>Statement of Financial Position (SFP)</u>		
7 [] <u>Pension Analysis</u>		
8 [] <u>Maximum Exclusion Allowance 403b Calculation</u>		
9 [] <u>FinaMetrica Risk Profile</u>		
10 [] <u>Required Minimum Distribution Calculation</u>		
11 [] <u>Tax Analysis & Findings</u>		
12 [] <u>Implementation Schedule</u>		
Portfolio/Asset Management Work:		
14 [] <u>Composite Holdings Analysis</u>		
15 [] <u>Individual Investment Position Research Analysis, Asset Listing</u>		
16 [] <u>Portfolio Design & Creation</u>		
17 [] <u>Portfolio Income Analysis</u>		
18 [] <u>Investment Cost Basis Calculation & Analysis</u>		
19 [] <u>Stock Option Analysis</u>		
Insurance Work:		
25 [] <u>Current Life Insurance Profile</u>		
26 [] <u>Disability Income Analysis</u>		
27 [] <u>Life Insurance Illustration define:</u>		
28 [] <u>Long Term Care Analysis</u>		
Estate/Trust Work:		
30 [] <u>Asset Transfer - Trust Funding - Living or Irrevocable</u>		
31 [] <u>Charitable Contribution/Gift Planning</u>		
32 [] <u>Estate Tax Analysis</u>		
33 [] <u>Estate Settlement Administration</u>		
34 [] <u>Trust Management</u>		
Client Service Work:		
35 [] <u>New Account Set-Up Process</u>		
36 [] <u>Withdrawals & Distributions</u>		
37 [] <u>Additions & Contributions</u>		
38 [] <u>Registration & Beneficiary Changes</u>		
39 [] <u>Cash Flow Management - checking/debit options, life event needs</u>		
40 [] <u>Account (Portfolio) Management - transfers, LP sales,</u>		
41 [] <u>Retirement Plan Forms completion - PERS, Corp Employers</u>		
42 [] <u>Provide Tax information to client accountant</u>		
43 [] <u>Tax Preparation assistance</u>		
44 [] <u>Quicken coaching</u>		
Other Tools:		
45 [] <u>MQ One-on-One Tools</u>		
46 [] <u>Seminar</u>		
48 [] <u>MQ No-Rules Retirement</u>		