How Does the Financial Planning Process Work?

<u>“Financial Strategies” Program</u>
<u>“Portfolio Review & Second Opinion” Program</u>

<u>Scheduling a “Get Acquainted” Meeting</u>

We offer each new client a complementary ‘Get Acquainted’ meeting. This meeting is held at our office, in Troy, Michigan, and usually lasts about 45-60 minutes depending on your individual needs. The purpose of this meeting is for you to get to know Norman Financial Planning and the types of services we provide. We share samples of our financial plans and discuss how we can best be of service to you.

This meeting is normally scheduled one to two weeks in advance.

<u>What should I bring to the Get Acquainted Meeting?</u>

Before the meeting you should download the “Confidential Client Questionnaire”. This form can be found on our web site under Client Forms.

This questionnaire provides an excellent starting point for our discussions and insight into your Financial Planning needs and allows us to make the best use of our initial time together.

After you complete the form, you can mail or fax it to us one or two days prior to our meeting <u>or</u> you can just bring it with your on our meeting day. (Our Fax # is 248-258-5979)

You may also want to bring copies of your 401k, IRA or other brokerage and financial statements that may be helpful in your initial discussion. Don’t worry about having every detail, you will leave our office with a complete list of anything we may need to be sure we create the best plan for your financial success.

Location of the Meeting

Our office is located at:

802 East Big Beaver Road
Troy, Michigan 48083

This is a small, one-story brick building located near the southwest corner of Big Beaver and Rochester Roads. You will see a flagpole and a gray and blue sign at the driveway (the sign reads Hartrick and Chapman Attorneys). Parking is conveniently located at the front of the building and my office is to the left as you enter the building.

What Happens at the Get Acquainted (GA) Meeting?

The GA meeting allows us to work together to determine your financial planning needs and the best approach to creating a plan tailored to those needs. We show you samples of our work and together decide how we will approach your unique financial planning requirements.

We talk about information needed to complete a plan, how long it will take to complete and how much it will cost.

Our goal is simple – to help you achieve your goals.

At the conclusion of our meeting you will be presented with a written cost estimate. The information provided on the “Our Services” page of this web site gives you a good idea of our fees, however, we do not believe in the “one size fits all” approach to planning. Because our “Strategies” and “Review” programs are created specifically for you, we will quote you a specific fee after our discussion of your unique needs. We provide affordable, professional planning tailored to you.

This is a no-obligation meeting and you decide if our services are right for you.

If you decide to work with us, we will present you with a detailed list of the information needed to create your plan and set a target date for the final presentation meeting.

What Happens Next?

After you collect the data we need to begin your plan, you can mail it to our office (or you may drop it off anytime – if you are close to us). We review the information, ensure we have the documents and call you to get your input on any items that may need more clarification or other issues important to completing your plan. We do this via telephone because we find it saves you time and is the most efficient approach at this point in the planning process.

What Happens at the Presentation Meeting?

It normally takes two to three weeks to complete your plan. After completion we will have another meeting at our office to present your plan. This usually lasts about 2 hours. We know that some offices may mail clients their financial plans. We believe a face-to-face meeting is essential to making your plan a success. We spend our time together covering each part of the plan and discussing any questions you may have. We want to make certain you understand each part of your plan and how it drives your financial success. Our objective is to provide you with information and education about your financial planning issues.

What's Next?

We encourage our clients to begin the plan implementation immediately. We give you guidance on how to complete this process. While we try to be very thorough during our presentation meeting, we understand you may have questions after the meeting and ask that you call us within 30-45 days and we will be happy to answer those questions.

Future Follow-up

We encourage our clients to review their plan on a regular basis. Most of our clients come in once each year for a 'financial-check-up' while others may chose a longer time before their next visit. Our affordable rates make it easy for you to do a yearly financial check-up or review any new financial issues that may arise. Any follow-up you may need will be billed at our normal hourly rate.

In Summary

We help our clients define their financial objectives and set them on the road to achieving those objectives. The trip to financial security begins with a solid financial plan. Our clients are involved in the process – whether they have a specific financial stop on the road or want to create the plan for the entire trip – we are here to help.

Norman Financial Planning – 'Guiding Your Financial Future'
248-408-1990 phone 248-258-5979 fax