THE BEST FINANCIAL ADVISOR AROUND	NEW CLIENT APPOINTMENT CHECKLIST

NEW	RENEW	APPOINTMENT/ PREP APPT.	DATE/ TIME	ADVISOR/ PARAPLANNER	BRING LIST
		Tax Preparation			Mail In Organizer with Quicken printout, W-2's, 1099's, K-1's, etc.
		Amended Taxes ________________			Original Tax Returns, supporting documents
		Tax Projection & Planning			Tracker & Archives Most recent pay stub w/YTD info & gross receipts/expenses from self-emp
		Portfolio Analysis/Asset Allocation			Tracker & Archives Statements for: Brokerage accounts, bank accounts, mutual funds, retirement accounts, list of debts
		Record Keeping/Budgeting			Tracker & Archives Check Register, Bank & Investment Acct. Stmts, House Closing Papers
		Quicken Training			Quicken Folder, Check Register, Bank & Credit Card Statements, Blank Disk
		Insurance Review			Tracker & Archives – Actual policies for life, health, disability, homeowners, auto, etc. Employee benefits handbook
		Estate Planning/Wills			Tracker & Archives – Copy of present will & trust agreements. Names & addresses of family members. Names of guardians & executor.
		Will Execution			Copy of new wills
		Financial Planning/Goal Setting			Tracker & Archives 5 year plans, goals & objectives
		Investment Strategy/Review			Tracker & Archives
		Investment Implementation and/or Review			Tracker & Archives Anything you want us to review
		Business Planning			Tracker & Archives Mission Statement P & L, Balance Sheet, etc.
		Year End Tax Planning/ Update Financial Plan			Tracker & Archives Most recent pay stub w/YTD info & gross receipts/expenses from self-emp