

<b>SAMPLE Client Meeting Prep Form</b>	Date	Time	Time Alloted
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Attendees:

<b>Clients:</b>	<b>Type of Meeting</b>	<b>Personal Notes:</b>
Phone	Advisor	
<b>FAMILY</b>		
Head of Household	Age	
Spouse	Age	
Children	Ages	

<b>Financial Data Summary:</b>	<b>Non-Financial Goals:</b>
Managed Assets	\$
Net Income	\$
Net Disc CF	\$
Savings Goals	\$

- MEETING OVERVIEW:**
- Identify clients' current emotional state
  - Create the right environment
  - Gather client agenda
  - Set context for over-arching purpose of meeting

- Focus**
- Financial Topics: planning items, policies, other
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- Hurdles and Opportunities**
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- Life Transitions**
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MEETING MODULE

Set purpose, context and discovery- get client excited

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Review and Renew - create value

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Establish Action Plan

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Completion

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Complete

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Next Steps:

Date:

Who:

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Other Notes:

## Data Gathered

## Check

Last Renewal Meeting Packet and Meeting Notes  
Client Questionnaire  
Client Recent Statement  
Client Cash Flow Statement  
Tax Return  
Pay Stub  
Retirement Plan documents  
Other needed?  
Investment performance  
Current asset allocation  
IPS  
Original Plan  
Review of last year's action items and notes, correspondence  
Probability of success update  
Financial Policies  
Statement of Financial Position Prepared



