MILESTONES
FINANCIAL PLANNING, LLC

Johanna Fox Turner, CPA, CFP®, RLP™ Member-Owner

DATE

CLIENT
ADDRESS

Engagement Letter and Client/Advisor Agreement

Dear ___________:

I would like to thank you for the opportunity to meet with you to discuss your financial affairs and to work with you as your Advisor. This engagement letter is intended to outline the specific terms of the engagement between Johanna Fox Turner, CPA, CFP®, RLP® as agent for Milestones Financial Planning, LLC and you, the client. Any changes to the scope or terms of the engagement should be documented in writing and mutually agreed upon by all parties of the engagement.

All information that you provide to us will be kept strictly confidential. During this engagement we may, on occasion, be required to consult with other third-party professionals at which time we would obtain your written permission to disclose your personal information. In addition, your files are subject to review by the Kentucky Department of Financial Institutions for your personal protection.

We are undertaking to provide the following specific services, as described in the following sections:

___ Hourly consultation
___ Personal Financial Overview (flat fee)
___ Financial Planning (flat fee)
___ Investment Advisory Services
___ Other: ____

Hourly Consultation **$150/hour (minimum of one hour) which may include:**

- Retirement planning
- Assessing options regarding your severance/retirement package
- Estate planning
- Consultation and planning for trust document creation
- Assessing your risk management (insurance) coverage and making recommendations
- General investment overview

Personal Financial Overview ("PFO") **An abbreviated version of Financial Planning, which includes:**

- Financial planning exercises
- Review of your information
- A comprehensive two- to three-hour meeting
- List of recommendations for implementation, and
- Follow-up phone consultation to assess your progress

Financial Planning **A holistic, in-depth analysis of your financial situation including:**

- Financial planning exercises (using the Kinder Institute EVOKE process) designed to help you identify and define essential life goals

- Preparation of your financial plan based upon information we gather and analyze from the above exercises, questionnaires, and information you provide, along with discussions concerning your goals**.** Depending upon your areas of interest, your financial plan may contain some or all of the following, as applicable:
  - Retirement goals and plans
  - Budgeting/cash flow advice and assistance
  - Estate planning
  - Education planning
  - Risk (insurance) assessment and planning
  - Investment review and recommendations of alternatives
- Strategies to implement our financial planning recommendations
- Meetings as necessary during the period covered by your agreement to monitor your progress and suggest modifications

Your engagement concludes six months from the date of plan delivery. During this six-month period, we will schedule a minimum of two meetings (one per quarter) to monitor your progress and discuss any necessary modifications to your plan. In addition, under the terms of your engagement, you are entitled to unlimited consultation (by phone, email, or in-office) with your Advisor while this agreement is in force.

You will be given the opportunity to continue your financial planning engagement for succeeding year(s) at the end of the time period stipulated in this agreement. The next phase of planning engagements includes meetings at least quarterly to monitor progress and make adjustments to your plan. Services during this phase will be covered under the terms of a new flat fee engagement letter that includes a flat fee arrangement for the engagement period.

Investment Advisory Services (see Exhibit A) **As a Fee-Only® firm:**

- Our compensation is based upon the value of assets under management ("AUM") and is debited from your account quarterly in advance.
- We invest our clients' funds mainly in no-load mutual funds
- The investments in your portfolio are based upon information we gather from the following:
  - discussions with you,
  - your responses to our Investment Suitability Form , and
  - your preferences.
- We do not "sell" any products, accept any commissions, or receive referral fees from other professional(s)
- We are a proud member of NAPFA (learn more at www.napfa.org)

Terms and Fees (see Exhibit B)

☐**HOURLY CONSULTATION: $ 150.00 per hour (one hour minimum) due at the end of each session**

☐**PERSONAL FINANCIAL OVERVIEW:** ☐ **Single $ 750.00** | ☐ **Couple $ 850.00**

- 1/2 due upon signing this agreement $__________
- 1/2 due when we meet $__________

☐**FINANCIAL PLANNING** fee of $__________ for the period ending six months after date of plan delivery, payable as follows:

- 1/3 due upon signing of this agreement $__________
- 1/3 due at 2nd appointment $__________
- 1/3 due at 3rd appointment $__________

☐**FINANCIAL PLANNING** fee for ***succeeding year*** _______________ (dates) of $_________, payable as follows:

- 50% due by _______________
- Balance due by _______________

☐**INVESTMENT ADVISORY** fee of ____ basis points; minimum of $_________ per quarter ($_________ annually), which may change according with the balance in your accounts (see attached Exhibit B)

☐**OTHER** ____

Conclusion

In order to ensure your comprehensive financial plan contains sound and appropriate planning recommendations, it is your responsibility to provide complete and accurate information regarding your personal and financial situation. This includes documentation we request as well as responses to the planning questionnaire you will receive from our office. Additional relevant information that becomes available to you during the course of this engagement should be disclosed promptly. It is your responsibility to ensure that any material changes to the above noted circumstances are disclosed to us on a timely basis as they could impact your plan and recommendations.

This Agreement will not be assigned by either party without the consent of the other party, and this Agreement will, until terminated, remain in full force and effect in the interest of both parties hereto. Additionally, the Advisor will notify you of any change in its principal officers and employees within a reasonable time after the change. This Agreement will be governed by the laws of the state of Kentucky and may not be modified except in writing.

As a CFP® Professional, I wish to advise you that I have no conflicts of interest. We will advise you in writing if this should change.

This Agreement may be terminated by either party upon receipt by the other party of written notice of such termination. Any fees incurred to the date of notice will be prorated and payable according to the terms of your FPA.

If you agree that the above adequately sets forth your understanding of our mutual responsibilities, please authorize this Agreement and return it to our office. A copy is provided for your records.

I appreciate the confidence this engagement represents and look forward to working with you and helping you reach your Financial Planning goals. Please feel free to contact me at any time with comments, questions, or concerns.

Sincerely,

Johanna Fox Turner, CPA, CFP®, RLP®
Milestones Financial Planning, LLC

I/we acknowledge that I/we have reviewed and read the Advisor's Form ADV Part II ("the brochure") as well as the Milestones Financial Planning, LLC Privacy Policy. I/we have read, understood, and accept the terms outlined in this engagement letter.

________________________________ ________________
Client A or single Date

________________________________ ________________
Client B Date