



Date

Client Name  
Address  
City, St Zip

## Engagement Letter

Dear Client Name:

We would like to thank you for the opportunity to discuss your financial affairs in regard to serving as your financial planner. This engagement letter is intended to outline the specific terms of the engagement between Milestones Financial Planning, LLC doing business as Fox & Company Wealth Management (Fox & Co or FWM) 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 to this engagement.

We take your privacy extremely seriously. This means we discuss nothing about our clients with people outside our offices without prior approval from you (i.e. with CPA firm members). Our client list is kept 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.

## Contracted Services

We are undertaking to provide the specific services indicated below. Payment for services is due at the end of each session unless other arrangements have been made. Fees may be negotiable and lower fees for comparable services may be available from other sources.

- Comprehensive Financial Life Planning** is a holistic, in-depth analysis of your financial situation, including:
- Financial planning exercises designed to help you identify and define essential life goals
  - Preparation of your financial plan based upon information gathered and analyzed from exercises, meetings, and information you provided. Depending upon your areas of interest, your financial plan may contain some or all of the following:
    - ♦ 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 your financial planning recommendations
  - Meetings during the period covered by your agreement to support your progress and suggest modifications
  - While this agreement is in force, you are entitled to unlimited consultation about your plan (by phone, email, virtual or in person) with your Advisor. For more information, consult the Agenda provided upon your acceptance of this agreement.

Comprehensive Financial Life Planning engagements are for a period of one-year beginning on your first Discovery Meeting. Fees range from \$3,000 to \$15,000 depending upon the complexity of your situation.

The fee agreed upon is \$\_\_\_\_\_, payable as three payments of \$\_\_\_\_\_, due \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

- Succeeding Year(s) Fees for Comprehensive Financial Life Planning** fees are typically one half the cost of the initial year and billed quarterly. This engagement will remain in effect for one year from signing. The next phase of planning includes a minimum of four quarterly meetings to monitor progress and adjust your plan; however, while this agreement is in force, you are entitled to unlimited consultation about your plan, either in person or virtually.

The fee agreed upon is \$\_\_\_\_\_, payable in quarterly payments of \$\_\_\_\_\_, starting \_\_\_\_\_, and then every three months thereafter.

- Hourly consultation services** are for those who are seeking advice about a specific issue. Common topics include, but are not limited to, the following:
- Retirement planning, including IRA rollovers and 401k reviews
  - Cash flow and debt management advice
  - Assessing options regarding your severance/retirement package
  - Tax and Estate planning

Our hourly consultation fee is \$250 with a two-hour minimum. Payment is due at the end of each meeting. Hourly consultation can be used in conjunction with investment management billed on an AUM (Assets under Management) basis.

### Our Fiduciary Pledge

Our firm and its employees pledge to exercise our best efforts to always act in good faith and in the best interests of our clients as fiduciaries. We will provide written disclosure, in advance, of any conflicts of interest which could reasonably compromise the impartiality of any advice we render. Moreover, we will disclose any and all fees the firm will receive as a result of this engagement. This pledge covers all services provided.

As a "Fee-Only" financial advisory firm, we wish to advise you that we have no conflicts of interest at this time.

However, if a conflict of interest exists between the interests of the Advisor and the interests of the client,

1. the client is under no obligation to act upon the Advisor's recommendations, and
2. if the client elects to act on any of the recommendations, the client is under no obligation to execute the transaction through the Advisor.

### Disclosures

In order to ensure your financial advice contains sound and appropriate planning recommendations, it is your responsibility to provide complete and accurate information about your finances and personal information. This includes, but is not limited to, documentation we request as well as responses to the planning information 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 information are disclosed to us on a timely basis as they could impact your plan and recommendations.

This Agreement may not be assigned by either party without the written 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 partners within a reasonable time after the change. This Engagement will be governed by the laws of the state of Kentucky, except for clients residing in California and Missouri, where venue will be determined by the appropriate court of law in California and Missouri. This Engagement may not be modified except in writing.

Client acknowledges receipt of Part 2 of Form ADV, a disclosure statement containing the equivalent information, or a disclosure statement containing at least the information required by Part 2A Appendix 1 of Form ADV, if the client is entering into a wrap fee program sponsored by the investment advisor. If the appropriate disclosure statement was not delivered to the client at least 48 hours prior to the client entering into any



T: 270 247 0555  
F: 270 247 2080

907 Paris Rd, Ste B  
Mayfield, KY 42066

2920 Lone Oak Rd, Ste 4  
Paducah, KY 42003

info@foxwealthmgmt.com  
www.foxwealthmgmt.com

written or oral advisory contract with this investment advisor, then the client has the right to terminate the contract without penalty within five (5) business days after entering into the contract. For the purposes of this provision, a contract is considered entered into when all parties to the contract have signed the contract, or, in the case of an oral contract, otherwise signified their acceptance, any other provisions of this contract notwithstanding.

FWM's authority under this Engagement Letter will remain in effect until the client changes or cancels it in writing. Upon termination, the client is entitled to a refund of any fees paid in advance and not utilized.

If you agree that the above adequately sets forth your understanding of our mutual responsibilities, please authorize this Engagement Letter by signing below and return it to our office. A copy will be provided for your records.

We appreciate the confidence this engagement represents and look forward to working with you to help you achieve your financial planning goals. Please feel free to contact us at any time with comments, questions, or concerns.

Sincerely,

Fox & Company Wealth Management Representative

I/we acknowledge that I/we have been provided a copy of the Fox & Company Wealth Management's Form ADV Part 2 (Firm Brochure) as well as the Fox & Company Wealth Management Privacy Policy. I/we have read, understood, and accept the terms outlined in this engagement letter.

\_\_\_\_\_  
Client A or single

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client B

\_\_\_\_\_  
Date

SAMPLE



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