

CLIENT SERVICE CALENDAR

We're committed to providing a consistent, reliable, and thorough client experience throughout the course of the year. Scheduled, semi-annual meetings will occur to discuss relevant topics, although the number of meetings we have may be greater. This calendar provides a rough guideline of potentially relevant topics and services we'll perform. Each client is unique, and we'll cater our services to ensure we're covering everything relevant to you!

January		February		March		Meeting #1
Monthly Newsletter		Monthly Newsletter		Monthly Newsletter		
Internal Investment Review		Internal Investment Review		Internal Investment Review		
Rebalance 401(k) and Investment Accounts		Review IRA Contributions Cash Flow & Debt Review Stock Options Review		Gather Tax Documents		
April		May		June		Meeting #2
Monthly Newsletter		Monthly Newsletter		Monthly Newsletter		
Internal Investment Review		Internal Investment Review		Internal Investment Review		
File Tax Returns		Review Completed Tax Return & Update W-4 Annual Credit Check				
July		August		September		Meeting #1
Monthly Newsletter		Monthly Newsletter		Monthly Newsletter		
Internal Investment Review		Internal Investment Review		Internal Investment Review		
Rebalance 401(k) and Investment Accounts		Insurance/Estate Review Mid Year Cash Flow Review				
October		November		December		Meeting #2
Monthly Newsletter		Monthly Newsletter		Monthly Newsletter		
Internal Investment Review		Internal Investment Review		Internal Investment Review		
		Charitable Contribution Review Employee Benefits Review 401(k) Election Review Roth IRA Conversions				

Legend:

- Educational Material
- Investments
- Financial Planning

