**Financial Planning Client Screening Process**

## Real World Personal Finance Software

**(503) 309-1369** [support@toolsformoney.com](mailto:support@toolsformoney.com) <http://www.toolsformoney.com/>

Get referral lead

Let them know the only way we can do any work for them is on an hourly fee basis. Absolutely no work done for them but 2-3 phone calls and sending out Fact Finder Part I.

Get Fact Finder Part 1 back. See if they have any assets to work with.

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Send Fact Finder Part I.

If no assets

Initial phone call

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Yes, they have enough assets.

Send Fact Finder Part II or meet In Person

Send letter of confirmation (saying what they get for so much compensation), and balance sheet confirmation (to confirm we have their assets listed correctly).

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Look at the assets on Fact Finder Part 2.

Decide what kind of client we want them to be (RIA, A, B, C, etc.)

Decide what services they get considering how they pay us.

Schedule **first** appointment to meet with them. Go through fact finders: Clarify goals, assets, and how they pay us.

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Monitor and review as usual.

Generate reports as usual (IPS, RWR, Asset Allocation, College, Life, Net Worth, etc.).

Get new referrals.

Get balance sheet and general confirmation back with their signature.

Close, implement, collect money, etc.

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