

## BACK OFFICE SOLUTIONS, LLC

### Parameters for Planner Set Up, Data Entry, Data Analysis and Plan Writing

#### Planner Set Up:

It is critical in the initial set up phase that the Planner's processes and Back Office Solutions' processes are clearly communicated and understood by all parties.

The **New Planner Information Form** provides Back Office Solutions information about your firm, and about what you wish to accomplish through using our services.

The **Planner Default Sheet** covers basic assumptions you want Back Office Solutions to use in all client cases. There will be specific software program tools to cover asset classes, allocations and, where applicable, model portfolios. We can also accommodate any customizations that you already have in place.

In this phase, we will work with the Planner to allow us restricted access to the Planner's server or to use **Back Office Solutions' Mirra Server** to post scanned documents and files. Sharing documents and files is greatly enhanced through either of the stated methods.

#### Data Input:

There are three tiers for flat fee pricing in data entry: Each case will be qualified upon receipt of all case documents prior to the start of case data input.

<b>First Tier - \$300</b>	This tier applies to data entry that is based upon a completed questionnaire by the planner that follows the software program. If the planner has a custom form that provides the required information for input, this form may also be acceptable.
<b>Second Tier - \$500</b>	This tier applies to data entry of uncomplicated entries, limited asset entries of less than 20 items, and consolidated annual expense report for one household.
<b>Third Tier - \$700</b>	This tier applies to data entry of more than 20 asset items, income producing assets that require tax adjustments, expense calculations for businesses, separate business entities that require analysis of data, analysis of legal documents to complete data entry. It also applies to cases where the Planner wants each asset listed instead of broader accounts. There are other considerations that are not listed here which may qualify a case for this tier.

In the Data Input stage, we create a Current Scenario file that represents the client's current position without any future adjustments for the sale of a business, purchase of a new home, modeling the sale of a rental property or purchase of a rental property, modeling a different estate plan than what already exists, etc. The Current Scenario will include a retirement date but most other events will be considered an alternate scenario and billed as analysis for creating the alternate scenario.

We define the parameters for Data Input as follows:

- 1.) Reviewing and working through the initial set of data provided by the planner.
- 2.) Compiling the initial questions and assumptions list.

- 3.) Incorporating the planner and client responses to complete the initial data input for the clients' **Current Situation**.
- 4.) Emailing the initial data input file(s) with outstanding questions and closing comments on the file. This completes the Data Input Stage.
- 5.) Any questions that pertain to this stage, and changes that are corrections on our end will be included in this fee.

### **Data Analysis:**

The analysis stage commences upon the request of modeling the Current Scenario with other projected client events or any modifications to the Current Situation. We ask that these scenarios, projections and modification requests be made on the Work Request Form, which can be edited in Word format and emailed to Back Office Solutions or posted on its Intranets site. The request will enable us to give you an estimate of cost for the project. Near the time of completion of the project, we will give you an update of our progress. We will email the final version of the analysis when we complete the requested projections.

### **Plan Writing:**

We can format a plan to a custom template you may already have and customize the plan to any given client details. In this stage, we will additionally need client meeting notes and "soft" background information on the client. We request a Word format of a completed plan for our review and formatting. This plan, along with your company's template will be kept strictly confidential and will only be used to create plans for your firm. We will provide an estimate of cost for writing the plan before we start the project. All estimates are subject to change as the plan progresses, but you will be notified as we get close to our original estimated time frame.

### **Outsourcing Retainer:**

For half the cost of hiring a full-time paraplanner in your office, you can hire Back Office Solutions, LLC to assist you in areas of data entry, analyses of plans, and research on particular areas of financial planning to complete the financial planning process.