

Longview Wealth Management, LLC **New Client Investment Process**

Step 1: Initial Meeting

- Discuss client's current financial situation, goals, concerns, priorities, needs.
- Discuss Longview Wealth Management services, benefits, strengths.
- Send client Longview Wealth Brochure, and Investment Strategy Summary before meeting if possible.
- Is there a good fit between the client's needs and Longview services? Proceed to Step 2, or further discussion, or end discussions if not a good fit.

Step 2: Goal Setting, Risk Tolerance and Data Gathering

- Send client data forms and questionnaire, risk tolerance questionnaire, and client engagement letter agreement prior to meeting.
- Client signs client engagement agreement.
- Discuss client's goals (using goal sheet) and concerns in detail. Begin working on client's Investment Policy Statement.
- Discuss risk tolerance and targets (using risk tolerance questionnaire).
- Go over questions about client's data. Fill out client profile forms.
- Discuss investments, estate planning issues, insurance planning issues.

Step 3: Recommendations

- Complete customized Investment Policy Statement for client.
- Complete client balance sheet and cashflow analysis.
- Written financial plan of action and recommended solutions.
 - Proposed Portfolio (including risk and expected returns)
 - Longview Long-Term Financial Planning Model

Step 4: Implement the Plan

- Client moves assets to Longview Wealth Management LLC. (Charles Schwab used as custodian for securities).
- New account forms and limited power of attorney forms (for discretionary accounts) filled out.
- Investments carried out according to the plan and Investment Policy Statement.

Step 5: Monitor the Plan

- Continue ongoing regular communication with client regarding changes, concerns, investments, financial markets, performance, etc.
- Adjust the plan according to new significant changes in the client's financial or personal circumstances.
- Rebalance the portfolio periodically to keep risks and asset weightings in line with targets.
- Look for opportunities to take advantage of changes in the market, new product opportunities, changes in the tax code, etc.