

## Letter of Engagement for Financial Planning Support Services

This agreement is made between Holland Advisory Services (the "Contractor") and Sample Advisor, Advisor Financial (the "Advisor").

The Contractor agrees to the terms of this agreement as part of the terms of the Contractor being contracted by the Advisor to provide financial planning services to the Advisor's clients.

1. The services supplied by the Contractor to the Advisor may consist of:
  - Input of data for financial planning process using the Advisor's gathered information;
  - Preparation, analysis, and development of written reports or plans;
  - Development of projections and creation of scenarios to achieve specified client goals.

The specified services to be provided will be outlined on a work request form, to be completed for each client.

2. For services to be rendered under this agreement, the Contractor shall be paid an hourly fee of \_\_\_\_\_. All fees are due upon final delivery of the final draft of the plan or project, at which time Contractor will provide an invoice detailing the number of hours spent and the hourly rate for services provided. If a project extends beyond thirty (30) days from the date of Contractor's receipt of the gathered information, the Contractor will provide an invoice for payment for the work completed to date.
3. Within one (1) week of Contractor's receipt of the gathered information, Contractor agrees to provide Advisor with an estimate for the total cost of the project, as well as an estimated completion date. If Advisor is not satisfied with the cost estimate or the completion date, this Agreement may be terminated without further obligation on the part of either party. Any changes in the scope of the original project or plan may result in additional costs and/or an extension of the completion date, however, any increase in the total cost or change in the completion date shall be subject to approval by Advisor. In the event this Agreement is terminated prior to the completion of the plan or project, Advisor will be billed for the actual time spent by Contractor through the date that Contractor received written notice of the termination.
4. The Contractor is also entitled to reimbursement for out of pocket expenses, including additional copies of plans, travel, postage for additional mailings and other similar out of pocket expenses incurred by Contractor. Such expenses are payable on presentation of a statement of their amount to the Advisor.
5. The Contractor will devote the time that is reasonably necessary for a satisfactory performance to the performance of its duties under this agreement. If the Advisor requires additional services not included under this agreement, the Contractor will make a

reasonable effort to fit those additional services into its time schedule without decreasing the effectiveness of performance of duties required under this agreement.

6. Advisor agrees to gather and furnish all the necessary data from the client within a reasonable period of the date of this Agreement. Advisor agrees that the data provided by Advisor or compiled by Advisor will be accurate and complete. If complete and accurate data is not provided, or if the data is not provided within a reasonable period, Contractor may, at its option, extend the period for completion of the project or cancel the project.
7. Advisor acknowledges that it is Advisor's responsibility to disclose to the client its relationship with Contractor as a third party provider of services. Advisor will remain the point of contact for its clients, and Contractor will not contact Advisor's clients directly without written permission from the Advisor.
8. Contractor will not provide support in the area of legal recommendations or advice, complex taxation issues, or specific insurance or investment product recommendations.
9. Contractor will not be responsible for errors, omissions, or misinterpretations between the Advisor and its client. Advisor will be responsible for reviewing all data and information gathered from the client prior to submission to Contractor, and Advisor will also be responsible for reviewing the completed project or plan to ensure that the project or plan meets the objectives of its client.
10. The Contractor acknowledges that, in the course of working with the Advisor, the Contractor has, and may in the future, come into the possession of certain confidential information belonging to the Advisor and their clients including but not limited to income tax returns, accounting statements, financial statements, and the clients identity.
11. The Contractor agrees that it will at no time, during or after the term of contract, use for its own benefit or the benefit of others, or disclose or divulge to others, any such confidential information. Contractor agrees not to voluntarily disclose confidential information without Advisor or clients' prior written consent (unless required by law, regulatory requirement, or court order, or unless such information becomes publicly available or known other than as a result of actions of Contractor).
12. The Advisor shall be responsible for ensuring that use or disclosure of clients' personal information to the Contractor is in compliance with applicable Privacy legislation, and is obtained with the consent of the Clients. The Contractor shall collect, disclose and use such information in accordance with this consent and Contractor's own privacy policy.
13. Upon end of the contract, the Contractor will return to the Advisor all original documents obtained by the Contractor during the course of the contract.
14. This agreement shall be governed by the laws of British Columbia.
15. If any part of this agreement is adjudged invalid, illegal, or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.
16. This agreement shall be binding upon the parties, and upon their heirs, executors, personal representatives, administrators, and assigns. No person shall have a right or cause to cause of action arising out of or resulting from this agreement except those who are parties to it and their successors in interest.

17. This instrument, including any attached exhibits and addenda, constitutes the entire agreement of the parties. No representation or promises have been made except those that are set out in this agreement. This agreement may not be modified except in writing signed by all the parties.
18. This Agreement may be terminated at any time by either party by giving written notice to the other party.

\_\_\_\_\_  
Sarah Holland, Holland Advisory Services

Understood and Agreed to by: \_\_\_\_\_  
Sample Advisor, Advisor Financial

Date: \_\_\_\_\_