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**This is pre-approved AS-IS and does not require submission to Advertising Compliance.**

**Please remove this cover page before client-facing use.**

**CLIENT WELCOME KIT**

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**Welcome**

Dear [Client Name],

On behalf of [Advisor], welcome to our network of valued clients. I am/we are delighted that you have chosen me/us to help you pursue the financial future you envision. Here is some information outlining the services I/we offer and what you can expect throughout this journey.

[Advisor Name] is a full-service [tax and] financial services provider committed to helping individuals, families and small businesses succeed financially. I/we offer creative, customized solutions in the following areas:

* [Investment management]
* [Cash flow and debt management]
* [Family risk management/Insurance Planning]
* [Retirement planning]
* [Education planning]
* [Legacy and estate planning]
* [Business planning]
* [Tax Planning and Preparation]

In addition, I/we have access to an abundance of resources through one of the top broker/dealers in the industry1, HD Vest Investment ServicesSM, but the independence to control our culture and values. And what I/we value most is *you*. My/our client-centric focus ensures that my/our advice supports your vision and my/our service exceeds your expectations. Along with fair and honest counsel, I/we believe in the confidentiality of your personal information and the transparency of my/our fees and services.

As I/we delve deeper into the financial process, I/we ask for your cooperation in maintaining our trusting relationship by providing me/us with disclosure of your financial situation, as applicable, and informing me/us promptly as changes arise. This will aid me/us in my/our quest to help you pursue your goals successfully. If you know anyone who could benefit from any of my/our services, please feel free to pass along one of the enclosed business cards.

I/we look forward to working with you. If you have any questions about my/our company or the services I/we offer, please contact my/our office by phone at [Phone Number] [Days and Hours of Operation], or by email at [Email Address].

Sincerely,

[Name]

[Title]

[Connect with us on LinkedIn. Like us on Facebook. Tweet us on Twitter.]

1Independent Broker-Dealers 2013, *Financial Advisor Magazine*, 2013Investment services are offered by [Advisor name(s)] through their affiliation with HD Vest.
HD Vest Registered Representatives provide products and services for which they are appropriately licensed to offer and solicit. Securities offered through H.D. Vest Investment ServicesSM, Member SIPC, Advisory services offered through H.D. Vest Advisory ServicesSM, 6333 N. State Highway 161, Fourth Floor, Irving, TX 75038, 972-870-6000.

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**Meet Our Team**

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I/We provide comprehensive financial services that are tailored for my/our clients’ unique personalities, needs and situations. I/We will work hand in hand with you to assess your goals, understand your priorities and develop a long-standing relationship built on trust.

My/Our goal is to partner with you to provide continuous counsel and help you pursue the life you and your family deserve. I/We start this by openly discussing the 8 Wealth Management Issues®, which encompasses the financial challenges that affect everyone at some point in their lives.

Offering exceptional service and a holistic approach is the premise behind my/our services.

**FINANCIAL**

* Wealth Management
* Cash Flow and Debt Management
* Family Risk Management
* Retirement Planning
* Education Planning
* Legacy Planning
* Business Planning
* Special Situations Planning

**TAX**

* Individual Tax Planning & Preparation
* Business Tax Planning & Preparation
* Estate & Gift Tax Planning & Preparation
* IRS Representation

**BOOKKEEPING**

* Maintenance of Bookkeeping
* Reconciliation of Bank Accounts
* Chart of Accounts
* Inventory
* Accounts Receivable & Payable
* Year-end Processing
* Asset Management
* Internal Controls
* Tax Liability Tracking & Payment
* Sales Tax Tracking & Payment
* Payroll
* QuickBooks

**Individual Advisor Name, Designations**

<ADVISOR NAME> is a Registered Representative. \*Securities offered through HD Vest Investment ServicesSM, Member SIPC, Advisory Services offered through HD Vest Advisory ServicesSM. <FIRM NAME> is not a registered broker/dealer or independent investment advisory firm.

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**Share an Experience with a Referral**

Dear [Client Name],

Helping you pursue your long-term financial goals has proven extremely rewarding. I/we greatly value our relationship and look forward to many more years of assisting you. As one of our best clients, it’s only natural that I/we would immediately think of you when exploring ways to expand and grow my/our practice.

As you know, I/we believe in holistic financial services centered on the eight most common wealth management issues:

* Wealth Management
* Cash Flow and Debt Management
* Family Risk Management/
Insurance Planning
* Retirement Planning
* Education Planning
* Legacy and Estate planning
* Business Planning
* Special Situations

I/we also focus on the thread that runs between them— taxes. My/our satisfaction stems from helping clients like you receive fair and effective counsel to help you pursue your financial goals responsibly.

If you know anyone who could benefit from my/our services or an extra set of eyes, I/we would be delighted to help them. Feel free to pass along the enclosed business cards.

Thank you for your continued trust in me/our firm.

Sincerely,

[Individual Advisor Name]

[Title]

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 **CONTACT US**

**Contact Us**

OFFICE HOURS:

We are currently available Monday through Thursday, 9 a.m. to 5 p.m. and Fridays by appointment only.

We are available for evening appointments Tuesday and Thursday until 6:30 p.m. During tax season (March 1 – April 15), we are also open Fridays 9 a.m. to 5 p.m. and Saturdays 10 a.m. to 2 p.m.

CONTACT OUR OFFICE:

During regular business hours we will answer the telephone and direct all your calls. If you call after hours, or if we not available at the time of your call, you will be greeted by our voicemail. We ask that you provide detailed information with your questions so that we can respond promptly and efficiently. If you prefer, you can email our office at office [Email Address].

WE’RE SOCIAL:

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