



SPARROW
WEALTH MANAGEMENT

COMPREHENSIVE FINANCIAL PLANNING AGREEMENT

between Client(s)

_____ & _____, Joint Tenants

and

Sparrow Wealth Management (“SWM”)

1. PURPOSE OF THE AGREEMENT. This agreement is to confirm our understanding of the terms and conditions of your comprehensive financial planning engagement and the nature and limitations of the services SWM will provide. This agreement thoroughly describes SWM’s services to be provided during the comprehensive financial planning engagement, the fees to be paid to SWM by the Client, the process for preparing and presenting the comprehensive financial plan to the Client, and the responsibilities of SWM and the Client.

2. GENERAL SERVICES. The comprehensive financial planning engagement will include the following services:
 - Reviewing the Client’s personal and financial goals
 - Net worth calculations and cash flow analysis
 - Projecting and minimizing federal and state income taxes
 - Education planning
 - Reviewing all insurance needs and estate planning issues
 - Retirement planning
 - Investment portfolio evaluation and recommendations

3. FEES. Sparrow Wealth Management charges a fixed fee for the comprehensive financial planning engagement. This fee will be based upon the expected time and complexity of the engagement. The fee for this engagement will be \$ _____. This fee will be payable, in full, when the Client receives the final version of their financial plan. If the Client requests that SWM discontinue working on the comprehensive financial plan after signing this agreement, all fees earned to date will be immediately due.

4. FINANCIAL PLANNING PROCESS. The comprehensive financial plan has a step-by-step process that takes the Client from start to finish. This process ensures that SWM will be successful in presenting the Client with their completed comprehensive financial plan in a timely and satisfactory manner.

Step One – Set a Date for Presenting the Financial Plan

The first step in the process is for the Client and SWM to agree on a target date (and time) when SWM will present the completed financial plan to the Client. The reason for establishing this date at the beginning of the process is that the rest of the process will flow from the time frame established by this date. If the Client or SWM wants to change this date in the future for any reason, they will be permitted to do so only with the agreement of the other party.

The Client and SWM agree to set the date for presenting the completed financial plan to _____.

Step Two – Data Collection

The second step describes how SWM will collect data from the Client for preparing the comprehensive financial plan. During the introductory meeting, SWM will give the Client a *Financial Planning Questionnaire*. The Client should take this packet home and fill it out completely. In order for SWM to have enough time to complete the preparation of the financial plan by the due date specified in Step 1, the Client must return the questionnaire no later than two weeks prior to the due date. The client should mail the completed questionnaire along with all supporting documents to Sparrow Wealth Management. SWM will confirm the receipt of the questionnaire by calling the Client within a day of receiving it. The initial financial plan will be based upon the accuracy of the information provided.

Step Three – Preparation of the Financial Plan

SWM will prepare the financial plan based upon an analysis of the Client's data in the questionnaire. During the preparation period, SWM may contact the Client to ask questions about the information in the questionnaire or to request additional data that is needed to complete the plan. The Client is responsible to be timely and forthright in working with SWM during this part of the process. At times, this might require the Client to contact one or more of their other advisors (i.e. insurance agent, attorney, CPA, etc.) to get additional information, or to give SWM permission to contact these advisors on the Client's behalf.

Step Four – Presenting the Financial Plan

The next step is for SWM to present the comprehensive financial plan to the Client on the designated date (see Step 1). Depending on the complexity of the plan, this meeting usually lasts between four and eight hours. If the meeting lasts for more than four hours, the Client or SWM may request a second meeting to finish the presentation.

As part of the presentation of the plan, SWM will provide the client with a “rough draft” of the financial plan. The financial plan is considered to be a “rough draft” because the planning process requires that the Client feel comfortable with the assumptions that SWM has made throughout the financial plan. In some situations, the Client will want SWM to change certain assumptions or to analyze additional scenarios as part of the engagement. The final version of the financial plan will be mailed to the Client no later than two weeks after the presentation.

Also, SWM will assist the Client in preparing a task list during the meeting. This sheet will list the tasks that have to be accomplished for implementing the financial plan and who is responsible for completing each task. It will also show the date when each promise will be completed. A typed copy of the task list will be mailed to the Client with the final version of the comprehensive financial plan.

Step Five – Implementing the Financial Plan

The final step in the financial planning process is the successful implementation of the recommendations that SWM makes during the presentation of the financial plan. The task list that is created during the presentation meeting (Step 4) is the roadmap that the Client should use to implement their financial plan. For example, the task list might include the buying or selling of real estate, preparation of wills and trusts, purchasing life, health or disability insurance, the creation of a family budget, or the purchase or sale of investments. Unless the Client chooses to retain SWM for hourly financial planning services, the Client will be fully responsible for implementing the items on the task list.

5. RESPONSIBILITIES OF SPARROW WEALTH MANAGEMENT.

- SWM, to the extent permissible by law and regulation, will keep in strict confidence all of the information about the financial affairs of the Client.
- SWM will create a comprehensive financial plan and present it to the Client on the specified due date.
- SWM will assist the Client in creating a task list during the presentation of the financial plan.
- SWM will mail a final copy of the comprehensive financial plan and the task list to the Client no later than two weeks after presenting the plan to the Client.
- SWM will provide financial education and advice until the end of the engagement.

6. RESPONSIBILITIES OF THE CLIENT.

- The Client will make every effort to participate in the financial planning process. Ultimately, it is the Client’s responsibility to implement SWM’s recommendations and make their financial plan work in their life.

- The Client will fill out the financial planning questionnaire and mail it to SWM at least two weeks prior to the scheduled meeting date.
- The Client should approach our financial planning meeting(s) with an open mind. This will help the Client to learn more during the financial planning process.
- The Client is responsible to make sure that they understand what SWM is explaining to them. In other words, if SWM explains a financial planning concept to the Client, and the Client does not understand it, the Client should make sure to ask SWM to repeat the explanation in a way that makes sense to the Client.
- The Client is responsible for disclosing all relevant facts and information that are necessary for SWM to provide accurate and comprehensive advice for the Client's unique situation.

Client confirms the receipt, prior to the signing of this agreement, of SWM's privacy policy and Form ADV Part 2, which document further describes SWM's services and qualifications.

Sparrow Wealth Management shall make no assignment of this agreement without the prior written consent of the Client.

This agreement represents the entire agreement of the parties with regard to the subject matter and supersedes any prior communications or agreements, oral or written.

In the event that any dispute may arise by and between the parties, the cause of action shall be heard, litigated, tried and /or decided in Clark County, State of Nevada.

It is agreed by and between the parties hereto that should any dispute arise, the laws of the State of Nevada shall control, unless the federal securities laws shall otherwise apply.

It is further agreed by and between the parties that the Client shall enjoy a five (5) day penalty free right of rescission.

SWM and Client have read and understood the various provisions of this agreement as they set forth the services, fees and responsibilities to be rendered or accepted by each party.

IN WITNESS WHEREOF, the Client and Sparrow Wealth Management have executed this agreement on this

_____ day of _____, 20_____.

Signature of Client & _____
Signature of Client

Sparrow Wealth Management

By _____
Christopher M. Jones, President