

Task Fee Matrix

If a task is not listed that you would like us to do, please let us know, and we will see if we can accommodate it.

Level 1 – Admin/Data Entry at \$75/hr.:

- Custodial Paperwork
- Beneficiary Review
- Fee Audit
- Billing/Quarter Reporting
- Budgeting - Not Client Facing
- CRM Management
- Data Entry - Planning Software
- Compliance Task & Reporting
- Cost Basis Research
- Email Support
- Send Client Agreement to Sign
- Tax Report – Holistiplan
- Uploading Tax Return - Holistiplan

Level 2 – Advisor Support at \$90/hr.:

- Budgeting - Client Facing
- Meeting Preparation - Prospect/Client
- Money Movement (IRA Contributions, RMDs, Inherited IRA, Backdoor Roth, etc.)
- Estate Planning Review of Documents
- Insurance Review of Documents
- Planning - Following Advisor process with Video/Checklist
- Research client-specific financial planning questions
- Rollover Transfers with Client - Call Custodian and walk clients through the process

Level 3 – Advanced Analysis at \$105/hr.:

- Building out Financial Plans - Scenarios, Strategy & Complete draft: retirement, investment, insurance, cashflow
- Holistiplan - adding and analyzing scenarios
- RSU/Stock Option Analysis

Level 4 – Firm Support Integration, pricing at task level:

- Creating Operations Support Templates - **\$105/hr.**
- Creating Reports in Excel or other types of platforms - **\$105/hr.**
- Advisor/Client Meeting Support - **\$105/hr.**
- Vendor Research - Demo Calls **\$105/hr.**
- Video - Explanation of Scenario /Why it was done this way - **\$105/hr.**
- Strategic Firm Meeting Participation (Includes Weekly Meetings) - **\$125/hr.**
- Advisor/Employee Training - **\$200/hr.**

Schedule a free exploratory meeting