

# **PLANWORKS**

Planning for you, working for your clients



## Thank you for enquiry about Plan Works

Our ambition is to become an essential part of your organisation, aiming not only to free up your time, but also to add value to your client proposition.

Plan Works appreciates that in the same way that no two clients are ever the same, no two companies that we work with are ever alike. This is why we offer a bespoke paraplanning and consultative service tailored to your individual firms requirements.

For this reason, we offer to complete any new client's first piece of work at a reduced rate of £100\*. This way we get to know how you work, you get to know how we work and at the end of the process, you can make an informed decision as to whether we are the firm for you.

\* up to a maximum of £250

## The way in which we work

Upon notification that you would like to use our services we produce for you a Non-Disclosure Agreement together with a copy of our Information Commissioners Office (ICO) registration certificate. This essentially provides you with peace of mind that both yours and your client's information is safe.

Once you are in receipt of the Non-Disclosure document and the ICO certificate we then ask that you send us details of the type of work you would like us to complete i.e. financial plan, engagement report, existing client annual review or a suitability report. We also require a copy of the clients fact find, meeting notes, and risk analysis output.

We would then book in a 10 minute conversation with you to ascertain your requirements, the client's requirements and ascertain additional reports or information that might be needed. We can use your templates in order to retain document continuity or we can use our own, branded with your logo of course.

The first report always highlights a few things where people like to do or present things in certain way and this is fine. To be able to offer the bespoke service that we do, we learn to adapt and adjust to the way in which you operate to make the whole process as seamless as possible.

Upon completion of the first report, we will produce you a quote for what it would have cost for us to complete that work for you. You can then assess as to whether our service offers the value that we believe it does.

### Don't like us?

If you decide not to proceed with our services all we ask is for some feedback as to why so we can improve what we do for others.

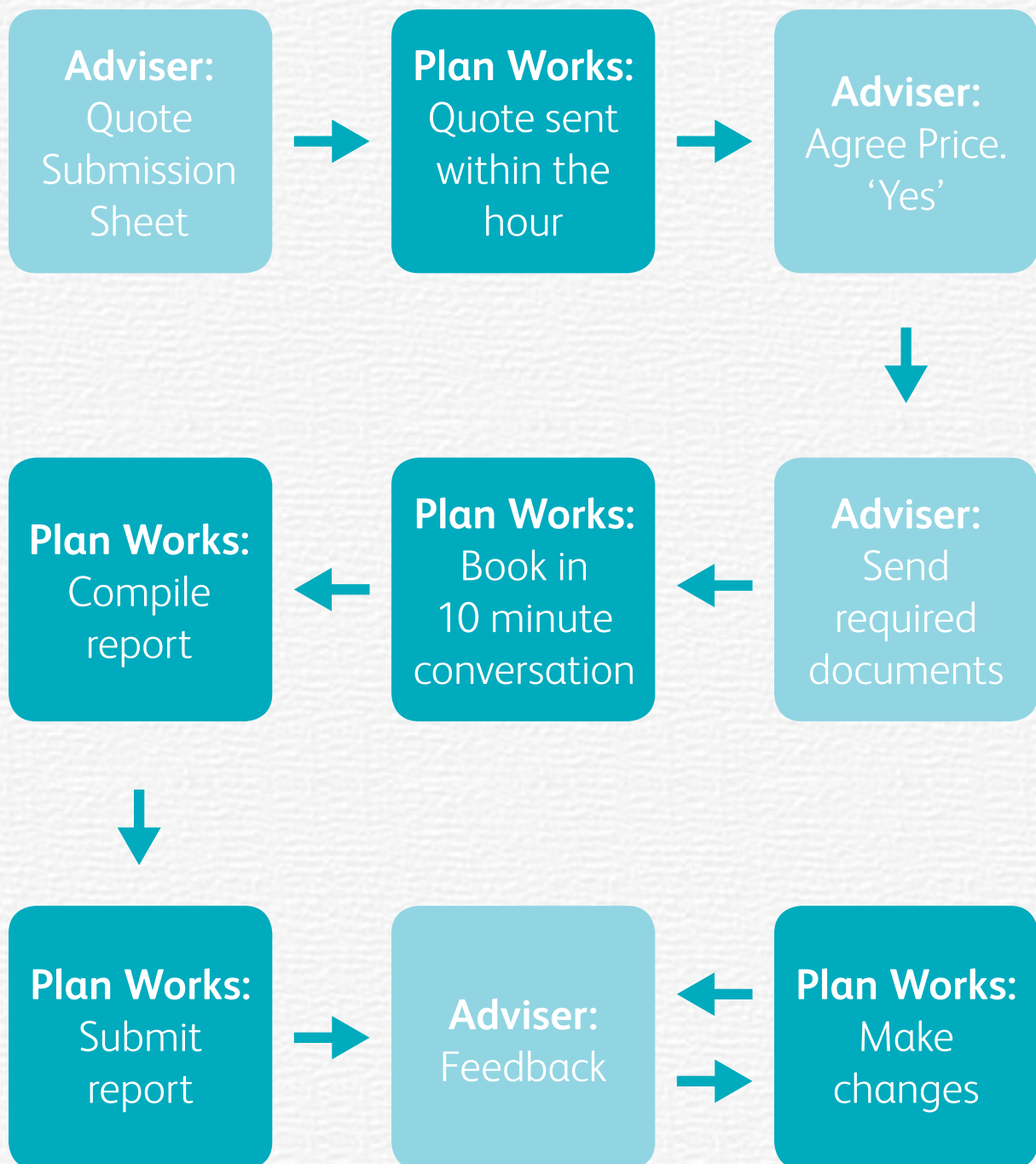
### Like us?

Should you then decide that you would like to continue using our service, we ask that you fill in one of our quote submission sheets, send it to us and we will aim to return a quote to complete that piece of work for you within the hour. (Business hours only)

We quote a turnaround time of 10 working days, but aim to have it with you in 5.



## Process Flow



## Sample Pricing

Below is a list of prices that we use as a basis for our quotations.  
The list does not account for every scenario.

|  |      |
|--|------|
| Data Harvest & General Administration              | £35  |
| <b>Investments</b>                                 |      |
| <b>ISA</b>   |      |
| New ISA  | £170 |
| ISA Transfer                                       | £200 |
| for each additional ceding scheme                  | £25  |
| <b>GIA</b>   |      |
| New GIA  | £170 |
| GIA Re-Registration                                | £200 |
| for each additional ceding scheme                  | £25  |
| GIA CGT Calculation (up to 10 funds)               | £40  |
| <b>ISA &amp; GIA Combination Reports</b>           |      |
| Bed & ISA  | £120 |
| New ISA & GIA                                      | £225 |
| <b>Investment Bond</b>                             |      |
| New Investment Bond                                | £250 |
| Chargeable Gain Calculation                        | £50  |
| <b>EIS, VCT, AIM Portfolio, Structured Product</b> |      |
| New Investment                                     | £200 |
| for each additional investment                     | £100 |

## Pensions

|                                     |      |
|-------------------------------------|------|
| New Pension                         | £250 |
| Pension Switch                      | £300 |
| for each additional ceding scheme   | £50  |
| Final Salary Transfer               | £450 |
| for each additional ceding scheme   | £200 |
| FAD, UPFLS within Existing Scheme   | £200 |
| FAD, UPFLS Requiring Pension Switch | £300 |
| for each additional ceding scheme   | £50  |
| Annuity Purchase                    | £225 |
| for each additional ceding scheme   | £25  |

## Protection

|                            |      |
|----------------------------|------|
| Protection                 | £200 |
| for each additional scheme | £100 |

## Stand Alone External Vendor Reports

|                                   |      |
|-----------------------------------|------|
| Select a Pension                  | £30  |
| for each additional ceding scheme | £15  |
| TVAS                              | £100 |
| for each additional ceding scheme | £75  |

## Platform Due Diligence

|                        |      |
|------------------------|------|
| Platform Due Diligence | £750 |
|------------------------|------|

## Financial Plans

|                 |         |
|-----------------|---------|
| Financial Plans | Bespoke |
|-----------------|---------|

## Website Construction

|                      |        |
|----------------------|--------|
| Website Construction | £2,000 |
|----------------------|--------|



For any further questions please do not hesitate to contact us on the following:

Office: **01737 470 123**  
Mobile: **0774 773 2621**  
Email: **[info@plan-works.co.uk](mailto:info@plan-works.co.uk)**

We look forward to working with you.

A handwritten signature in black ink, appearing to read "Nathan Fryer". The signature is stylized and cursive, with the name "Nathan Fryer" written in a smaller, more legible font across the middle of the signature.

**Nathan Fryer**  
Director