YOUR  
LOGO

**COMPANY NAME**

WEALTH MANAGEMENT ONBOARDING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to assist with your wealth management needs. We are committed to building a trusted, long-term relationship by delivering customized financial solutions that support your goals.  
  
This proposal outlines the onboarding process and initial steps to establish your wealth management plan.

# Project Objectives

The primary goals are:  
  
- Understand your current financial position, needs, and priorities  
- Design a personalized investment and risk strategy  
- Ensure efficient, compliant onboarding across all services  
- Provide transparency, communication, and peace of mind

# Proposed Services

Our wealth management onboarding services include:  
  
- Client intake and suitability assessment  
- Asset transfer and account setup  
- Investment policy statement (IPS) development  
- Portfolio design and execution plan  
- Ongoing reporting and review schedule

# Scope of Work

Scope includes:  
  
- Review of client documentation and asset holdings  
- Evaluation of financial goals, risk tolerance, and tax considerations  
- Platform setup for investment accounts and custodians  
- Proposal of diversified asset allocation and investment vehicles  
- Coordination with legal, tax, and estate professionals if needed

# Timeline

Proposed onboarding timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Initial Consultation | Review goals, accounts, and risk profile | [Start Date] |
| Documentation & Setup | Complete onboarding forms and transfer requests | [Date] |
| Plan Delivery | Present IPS and investment strategy | [Date] |
| Account Activation | Begin management and performance tracking | [Completion Date] |

# Pricing

Estimated fees for onboarding and ongoing wealth management services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Fee |
| Onboarding & Planning | Setup, discovery, IPS, and transitions | [Amount] |
| Portfolio Management | Ongoing investment oversight (annual %) | [Amount or %] |
| Additional Consulting | Estate, tax, philanthropy (if selected) | [Amount] |
| Total Estimated Fees |  | [Total] |

# About Us

[Your Company Name] is a comprehensive wealth advisory firm dedicated to high-net-worth individuals, families, and business owners.  
  
- Experience: [X] years of fiduciary financial planning and portfolio management  
- Expertise: Tax-aware investing, multi-generational planning, private markets  
- Mission: To preserve and grow client wealth with integrity and transparency

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Family office transition and asset restructuring  
- Outcome: Reduced management fees by 12%, streamlined five custodians into one platform  
  
Testimonial:  
“[Your Company Name] provided the clarity and confidence we were looking for. Their onboarding was smooth and highly professional.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% due at onboarding, balance via quarterly advisory fees.  
Client Responsibilities: Complete onboarding forms, transfer instructions, and disclose all relevant assets.  
Adjustments: Scope or service tier changes must be formally approved in writing.

# Acceptance

To approve this Wealth Management Onboarding Proposal and begin onboarding, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [If applicable]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_