

## Appendix 1      Guide to **Dexterity's** services, and what I ask in return for them

	step	its value to you	its value to me	its value to us both	type of charge
1	First meeting in person, or by video-call	To window-shop <b>Dexterity</b> ; and have me offer terms you can compare with other IFAs	An understanding of your project, and why you'd like some help with it	To observe whether we shall be able to work to our mutual benefit and pleasure	No charge
2	My Terms of Engagement letter	My signature commits me to deliver your project, on-time, and at a price we've agreed	Your signature lets me know you're fully engaged with your project	Each other's commitment	No charge
3	Second meeting	You speak your mind about your project	I learn much more about you and your project: data, feelings, needs and priorities	We collaborate and co-operate towards the optimum result for you.	<b>see next page</b>
4	First draft of specific recommendations	You observe which aims are within reach on your terms; also where you might have to compromise (if at all)	My opportunity to show the value of my unusual approach	Gathering factors and needs into a narrative, with a coherent plan for collaborative action	
5	Third meeting	You have all the time you want, to question me, and have me elaborate every point until you feel safe.	Your feedback helps me meet still more closely your aim	We have time to confer: to observe what's good, and what would be even better	
6	Second (to final) draft of specific recommendations	You feel security that I'm accountable for everything I have written	Our process of conferring at each stage keeps me safe from any misunderstanding in either direction	When we conclude the final draft, we have an agreement leading to action	
7	We take action on the agreed high priorities (Intermediation)	Relief, knowing that by diligence you've wrought a valid, timely and affordable plan	The pleasure of setting in- pace a plan to which I've given the best of my ability	We complete a project successfully	
8	Agreed ongoing service, including attention to the lower priorities	My continuing support adds energy, encouraging you to stay engaged with the plan	A happy client supports my reputation	Vigilance helps us maintain your long- term financial health	

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The measure of **Dexterity's** value rests (a) in doing things you'd find difficult or unsatisfactory by yourself, and (b) my legal accountability to you without limit of time.

	<b>Projects we commonly undertake</b>	<b>what I ask in return for my contribution</b>	<b>...or...</b>
A	Any kind of work without my advice; known as 'execution-only'	@ £200 per hour for my own time, and @ £100 per hour for Philip's	whatever fixed amount we agree in advance;  taking into account any of nine factors:  time spent, know-how, enduring accountability, value to you, complexity, urgency, our other work-in-progress, years we've worked for you, likelihood of future work.
B	Full financial review, and long-term planning		
C	Small Self-Administered (pension) Scheme	some context may support understanding: The firm of solicitors doing my will and power-of-attorney, charges its partners' time @ £485 per hour, and trainees' time @ £175.	
D	Education to self-manage a portfolio: for instance of ETF and investment trusts		
E	Investing capital, with my advice	a fixed fee (see next column) capped at 2%	
F	Investing spare income, with my advice	capped at £300 per year	
G	ETF portfolio rebalance	£300 fixed fee	
H	Tax planning	2% of the achieved tax-saving	
I	Annual reviews of investment, and enduring supervision	0.50% of portfolio value	
J	Life insurance / assurance	a level £p monthly payment for the policy's duration; amount depends on several factors	

VAT rules beckon for clarity. My services are taxable, with five exceptions: (1) At the start of a project, you request a Full Financial Review or agree to one; (2) You express an intention either to buy a financial product, or sell one; (3) A life insurance project; (4) Where intermediation far-outweighs advice; (5) Work in accordance with an agreed ongoing service.

**Dexterity** is authorised and regulated by the Financial Conduct Authority (503299).

Work that's either execution-only or information-only, FCA doesn't regulate; but I conduct as if it does.