

## **401(k) PLAN INSTALLATION ENGAGEMENT LETTER**

We are pleased to learn of your interest in engaging Pension Services, Inc. to establish a new 401(k) Plan based on our Proposal Engagement completed \_\_\_\_\_. We look forward to working with you in helping you to meet your retirement objectives. In order to properly implement the plan, you must make several additional decisions regarding the plan's operational policies and procedures. To assist you in these decisions, we have attached the following documents:

1. **Plan Specifications.** These are the specifications we currently have for the plan based on the results of the Proposal Engagement. Please review them and let us know if any changes are required.
2. **Proposal Questionnaire.** If there have been any changes to the information you previously completed in the Proposal Questionnaire, please let us know what the changes are.
3. **401(k) Plan Installation Questionnaire.** This form should be completed in its entirety. This form, along with any revisions to the above Plan Specifications and Proposal Questionnaire, will enable us to finalize the design of the plan. When you have completed this form, return it to us either via e-mail at [legalsupport@pensionnetwork.net](mailto:legalsupport@pensionnetwork.net) or via fax at (305) 274-1882.

### **FEES**

Our fee for the creation of the plan and trust documents, **which also includes the preparation and filing of the Internal Revenue Service ("IRS") application for a favorable determination letter**, is \$1,500. Please return the completed Installation Questionnaire, along with a check for \$1,500 made payable to **Plan Documents, Inc.**, to my attention at: 200 N. Denning Dr., Suite 3, Winter Park, FL 32789.

**You should note that the IRS may charge a user fee to review the filing and issue a favorable determination letter. We will request the appropriate fee, if applicable, at the time we are ready to submit the plan to the IRS.**

A Defined Contribution plan is invested in life insurance and/or other investments. PensionSite.Org, or its assigns, will participate in a commission sharing arrangement on the sale of life insurance.

### **TIME FOR COMMENCEMENT AND COMPLETION**

Upon receipt of the \$1,500 check and your completion of the required information described above, we will immediately begin performing the services for which you have engaged us. We will contact you within five (5) business days if we have any questions or need any additional information. We will complete the engagement within ten (10) business days from the date we receive all requested information. Any requested revisions will be completed within three (3) days of such request.

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## **Pension Services, Inc.**

[www.PensionNetwork.net](http://www.PensionNetwork.net)

Miami Office:  
3150 SW 38th Avenue, Suite 900  
Miami, Florida 33146  
Telephone: (305) 595-5500  
Facsimile: (305) 274-1882  
e-mail: [Robert.Penafiel@PensionNetwork.net](mailto:Robert.Penafiel@PensionNetwork.net)  
Rev. 12/2015

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Orlando Office:  
Post Office Box 1869  
Winter Park, Florida 32790-1869  
Telephone: (888) 412-4120  
Facsimile: (321) 397-0409  
email: [Bill.Black@PensionNetwork.net](mailto:Bill.Black@PensionNetwork.net)

If you are in agreement with the above, please sign this letter in the space provided below. **Please return a signed copy of this letter to our office when you return the completed Installation Questionnaire and your check for \$1,500 payable to Plan Documents, Inc.** If you have any questions, please feel free to call me at (888) 412-4120.

Sincerely,

William H. Black, Jr.

I hereby affirm that I have read this letter of engagement in its entirety. I further affirm that I both understand and accept the terms of this engagement.

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Signature

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Date

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