Ridgeway Conger Advisory Services
Managed Account paperwork guidelines

The following is a listing of the forms required for new clients:

1. At, or prior to, signing an agreement for fee-based services the client MUST receive the Ridgeway Client Brochure, found at www.advisoryinformation.com. The type of brochure you give the client will be dependent on the services being provided. Descriptions are listed after both Client Brochures to guide you. In addition you MUST provide the client with your Brochure Supplement which was distributed to you.
2. The Privacy Policy is now incorporated into the Client Brochures so you need not provide it separately.
3. The Client Agreements contain language in which the client acknowledges receipt of the aforementioned brochures so separate written confirmation is not required.
4. We require that you obtain a valid email address for all new advisory clients. This will allow us to make our annual required delivery of the Brochure and Supplement electronically.

If there are any questions let me know.

Thank you,

Brian Murphy, CCO
Ridgeway Conger Advisory Services