
Business Continuation Plan for 2018

Dear Client,

Miller Financial Services LLC has developed a Business Continuity Plan to maintain contact with you in the event of emergencies, natural disasters, communications interruptions, loss of Internet services, office fire, theft of computers, or other situations that interrupt our normal business operations.

There are two alternate office locations that will be activated in the specific order listed below depending upon the severity and nature of the event.

1. The **primary alternate office** is Joe Miller's Residence

Joe Miller Telephone: (517) 568-5408

Or Cell phone: (517) 740-5660

Email: joe@millerfinancialplanning.com

Austin Rinard Cell phone: (517) 795-5283

Email: austin@millerfinancialplanning.com

Mindy Saunders Cell phone: (269) 967-4635

Email: mindy@millerfinancialplanning.com

Diane Shank Cell phone: (269) 967-3966

Email: diane@millerfinancialplanning.com

2. Employees may work from their homes or a **secondary alternate office** would be a Hotel with Internet Access, located at least 30 miles from Marshall, MI. This office location may be activated in the event of a disaster that affects the Marshall and Homer area.

If we find it necessary to temporarily move our operations, we will attempt to notify you by telephone. Please understand that this may take from 24 to 48 hours. If you have an email address, contact via email would be possible.

A complete copy of our Business Continuity Plan may be viewed in our office during regular business hours.