BUSINESS CONTINUITY PLAN

Cornerstone Financial Planning 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 is an alternate office location that will be activated depending upon the severity and the exact nature of the event.

The alternate office for the **Portsmouth office** is 38 Union Wharf, Portland ME 04101.

Telephone: 207-772-8133
Email: Susan@CornerstonePlanning.com

The alternate office for the **Portland office** is 210 Commerce Way, Suite 230
Portsmouth, NH 03801.

Telephone: 603-431-1133
Email: Jill@CornerstonePlanning.com
24-hour dedicated fax line: 603-431-1139

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.

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