**Appointment Guide**

**Date / Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction**

The Appointment is to exchange your currency, setup your QFS account(s), and deposit your funds.

Dress professionally and focus on what you’re there to do. The process is expected to last about 15

minutes with qualiﬁed QFS agents. Do not share the purpose of your appointment with anyone.

**Appointment Checklist**

\_\_\_ Driver’s License

\_\_\_ Second photo ID (passport, etc.)

\_\_\_ Social Security card / Birth Certiﬁcate

\_\_\_ Two recent utility bills (name / address)

\_\_\_ Credit / Debit Card

\_\_\_ Blue ink pen

\_\_\_ Notebook

\_\_\_ Calculator

**3 Ring Binder, Folder, or Envelopes:**

\_\_\_ Currencies to exchange / Bonds to redeem separated by country and denomination.

\_\_\_ Currency / Bond Receipts, or gift letter (if available)

\_\_\_ Currency / Bond Tally

\_\_\_ Contacts Information

\_\_\_ EIN document from IRS

\_\_\_ Revokable Trust (Display cover and notarized pages. Keep other contents private)

\_\_\_ Humanitarian Project(s) (3 copies)

**Arrival**

Be aware of your surroundings at all times. Expect military security. Walk in calmly.

Breathe, smile, and make natural eye-contact. Be patient, kind, and grateful.

Keep your currency / bonds in sight at all times until a certiﬁcate of funds receipt is received.

Ask questions until everything is fully understood before accepting any offer.

Read and sign for everything. Get copies and receipts for everything.

If asked about new wealth, simply reply: “Take care of my family, and my Humanitarian Projects.”

**Exchange Process**

\_\_\_ Present your currency / bonds to be counted and authenticated.

\_\_\_ Conﬁrm count matches your Currency / Bond Tally.

\_\_\_ Ask for a higher Contract Rate above the International / Default rate offered.

“I have a humanitarian project that I’m very committed to.”

“What Contract Rate can you offer?” “May I see your screen to verify the rate?”

“How can I qualify for the highest Contract Rate possible with my project?”

\_\_\_ If needed, present and brieﬂy discuss your humanitarian project and funding needed.

“Essential tasks needed? Available assistance? Project team, management?”

\_\_\_ Record Rates and Exchange Values on your Currency / Bond Tally.

\_\_\_ “Are there any exchange processing fees?”

“What % are you charging?” (ex: 1% of 1 million is $10,000)

“Since this is a signiﬁcant amount, can this fee be waived?” (If not). “Half?”

“Is the exchange a taxable event?”

\_\_\_ Open and deposit funds in your QFS account(s).

Potentially open QFS account as Trustee in the name of your Trust.

Potentially open separate sub-accounts for each currency, and your project(s).

QFS account will not earn interest, but funds will be kept safe and secure.

“How to access QFS account?” “When are funds available?

\_\_\_ If depositing funds into new interest bearing bank accounts:

• Shop for interest rates, however, beware banks / FDIC may default.

“How much interest will I be earning? I hear \_\_\_\_% is available.”

• “How will my money be protected?” (FDIC only covers $250,000 per person.)

• Open account(s) as Trustee in the name of your Trust.

\_\_\_ Verify all account(s) totals on computer screen.

**Requests Prior to Leaving**

\_\_\_ (TOD) and (POD) forms for all accounts, add your Designated Beneﬁciaries.

\_\_\_ QFS Debit / ATM card \_\_\_ $10,000 cash (projected)

\_\_\_ Starter checks \_\_\_ Clean and Clear Certiﬁcates

\_\_\_ Deposit slip(s) receipts \_\_\_ Account(s) balance info

\_\_\_ Signed NDA copy \_\_\_ Business cards from everyone

Congratulations. Walk out calm, cool, and collected.