



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 Newington office is
70 Center Street, Portland ME 04101
Telephone: 207.772.8133
Email: Susan@cornerstoneplanning.com
24-hour dedicated fax line: 207.772.8139

The alternate office for the Portland office is
70 Old Post Road, Newington 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.