

## Client Relationship Summary

**Portfolio Design Services, LLC** is an investment advisor registered with the United States Securities and Exchange Commission.

There are different ways you can get help with your investments. You should carefully consider which types of accounts and services are right for you. Free and simple tools are available for you to research firms and financial professionals at [Investor.gov/CRS](https://www.investor.gov/CRS), which also provides educational materials about broker-dealers, investment advisors and investing.

Investment advisory and brokerage services and fees differ, and it is important for you to understand the differences. This document gives you a summary of **how we will interact with you** as an investment advisor, as opposed to a brokerage relationship, and how **you** will pay for our service.

### What investment services and advice can you provide me?

We offer investment services to you based on a **fiduciary relationship** of trust and confidence for the entire length and scope of our engagement.

Our services include:

- Portfolio Management
- Retirement Planning
- Financial Planning
- Investment Consulting

We are a **fee-for-service** advisory firm focused on helping you achieve your financial expectations.

#### Portfolio Management

Portfolio management is **offered on a discretionary basis**. However, you may choose how much you want to be involved in overseeing your investments and limit our discretionary authority at any time. We do not focus our advice and management to a limited menu of investment products (i.e.; proprietary investments or types of securities products) for your managed account. A minimum initial investment may be required to establish a portfolio management account; however, this may be waived or reduced if we feel circumstances are warranted. Your portfolio assets will be monitored and reviewed on an ongoing basis to ensure your objectives are being met. Meetings to discuss your management portfolio can occur any time.

#### Retirement Planning

We work with the plan sponsors and fiduciaries of an ERISA-qualified retirement/savings plans to develop and execute an investment management program for company employees. Services can range from acting as a Limited-Scope 3(21) Fiduciary to a Full-Scope 3(38) Fiduciary.

#### Financial Planning

The objective of the financial plan we create for you is to project a future outcome based on the sound financial strategies we implement today. We will work closely with you to keep you focused on where you want to go, advise you on how best to get there, and remind you to stay disciplined to achieve your financial goals.

#### Investment Consulting

Investment consulting services are independent of any and all of other advisory services. Under this arrangement, we do not provide any on-going portfolio management, financial or retirement planning. This is a limited-scope engagement focused on a specific financial need.

You can find more detailed information about the services we offer in our Disclosure Brochure under Item 4, "Advisory Business."

### What fees will I pay?

#### For Portfolio Management and Retirement Planning

You will pay an ongoing **asset-based fee**.

**For Portfolio Management**, the fee is based on a percentage of the value of the assets in your portfolio account. The management fee is calculated by taking the aggregate fair market value of your portfolio assets multiplied by one-fourth the corresponding annual fee rate for that portion of your portfolio assets that fall within each tier of our fee schedule. The fee will be billed on a calendar quarter in advance. In addition, separate from our management fee, you will incur other costs associated with your managed account that include, but are not limited to, custodial fees, account maintenance fees, mutual fund fees, and transactional fees.

**For retirement planning**, the fee is based on a percentage of the value of the assets maintained in the retirement plan. The fee is calculated by taking the aggregate fair market value of the plan assets multiplied by one-fourth the corresponding annual fee rate for that portion of the assets that fall within each tier of our fee schedule. The fee will be billed on a calendar quarter in arrears.

#### You should consider...

The annual fee rate you pay will reduce when your portfolio value, either through additional deposits or asset growth, moves into a different tier bracket of our fee schedule; however, regardless of the fee breaks we offer, the more assets there are in your managed portfolio account, the more you will pay in fees, and we may therefore have an incentive to encourage you to increase the amount of assets in your account.

You will pay fees and costs whether you make or lose money on your investments. Fees and costs will reduce any amount of money you make on your investments over time. Please make sure you understand what fees and costs you are paying.

#### Questions You Should Ask

*Given my financial situation, should I choose an investment advisory service? Why or why not?*

*How will you choose investments to recommend to me?*

*What is your relevant experience, including your licenses, education and other qualifications? What do these qualifications mean?*

#### Questions You Should Ask

*Help me understand how these fees and costs might affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs, and how much will be invested for me?*

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### For Financial Planning and Investment Consulting

You will pay a **fixed fee or an hourly-based fee**.

**For Financial Planning**, the fee is fixed and will depend on the scope of engagement, complexity of service requested, the nature of your personal and financial situation, and any other factors that may affect the project to perform the services you desire. You have the option on payment; however, all fees will be due by the completion date of the financial plan.

**For Investment Consulting**, the fee is hourly-based and independent of any other investment services we offer.

Implementation of a financial plan or recommendations made from investment consulting can cause you to incur other fees related and/or unrelated to our advisory practice. These costs can come from: estate planning attorneys, life insurance agents, registered representatives, and/or other independent industry professionals.

#### **You should consider...**

Potential conflict of interest can occur when we make recommendations in a financial plan or from investment consulting. Our advice can create a situation of divided loyalty and the objectivity of the advice rendered could be subjective and create a disadvantage to you.

You can find more detailed information about the fees we charge in our Disclosure Brochure under Item 5, "Fees & Compensation."

### What are your legal obligations to me when acting as my investment advisor? How else does your firm make money and what conflicts of interest do you have?

**When we act as your investment advisor**, we have to act in your best interest and not put our interest ahead of yours. At the same time, the way we make money creates some conflicts with your interest. You should understand and ask us about these conflicts because they can affect the investment advice we provide you. Here are some examples to help you understand what this means.

Advice that results in extra income to us is not always the best for you:

- **Because we receive asset-based fees for portfolio management and retirement planning, we have an incentive to** – maximize the amount of money you invest with us.
- **Because we can recommend outside parties in a financial plan or with investment consulting** – we may benefit from referrals to other professionals that can, in turn, refer potential new business to us.

You can find more detailed information about our potential conflicts of interest in our Disclosure Brochure Item 14, "Client Referrals & Other Compensation."

#### **Questions You Should Ask**

*How might your conflicts of interest affect me, and how will you address them?*

### How do your financial professionals make money?

Our financial professionals are compensated from the revenues we earn from the **asset-based fees, fixed fees** and/or **hourly-based fees** you pay for our advisory services.

### Do you or your financial professionals have legal or disciplinary history?

No.

Visit [Investor.gov/CRS](http://Investor.gov/CRS) for a free, simple search tool to research us and financial professionals.

#### **Questions You Should Ask**

*As a financial professional, do you have any disciplinary history? For what type of conduct?*

### Additional Information.

You can find additional information about our investment advisory services at [www.pdsadvisors.com](http://www.pdsadvisors.com). You can also contact us at the address and phone number listed below to request up-to-date information on our firm and request a copy of the Client Relationship Summary.

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**PORTFOLIO**  
Design Services

#### **Questions You Should Ask**

*Who is my primary contact person? Is he or she a representative of an investment advisor or broker-dealer? Who can I talk to if I have concerns about how this person is treating me?*