

# OVERVIEW

## HOW TO ARRANGE AN APPOINTMENT

Our online appointment booking system provides you with immediate access to our diaries so that you can choose a convenient time to talk by phone or meet face to face.

We have found that clients love the flexibility of being able to book meeting times whenever they want and at their own convenience. Sometimes you will find that a 10 or 15 minute call is sufficient, and at other times you may want to discuss your financial planning from the convenience of your home using our screen sharing facility and without having to travel to our office. At other times you may want a more in-depth face to face meeting - the choice is always yours and we aim to be available whenever you need us

### How to Access the Booking System

To access our diaries, go to our [website](#) and click the '[Schedule an Appointment](#)' button. First choose who you would like to speak to and then choose the type of meeting that you would prefer.

You can choose whether you want a telephone conversation, an online meeting with the option to share our screen, or a face to face meeting. If you wish you can choose up to three alternative times. When we receive your request, we will confirm as soon as we can.

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For more information, call: **0121 554 4444** or email: [enquiries@interface-ifa.co.uk](mailto:enquiries@interface-ifa.co.uk) [www.interfacefinancialplanning.co.uk](http://www.interfacefinancialplanning.co.uk)