

## Advisor Coverage Desk

Whether advisors are traveling for business or taking personal time off, the Advisor Coverage Desk offers peace of mind when they are away from the office. This desk is a fee-based service that ensures advisors' businesses continue to run smoothly in their absence.

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### SERVICES

The Advisor Coverage Desk offers professional customer support in the following areas:

- Emails to/from clients
- Phone communications with clients
- Modifying profiles
- Obtaining waivers
- Ticketing
- Exchanges
- Document delivery
- Troubleshooting challenges due to weather or outside sources

### KEY BENEFITS

- This desk is ideal for individual advisors who don't have a team that can cover for them when away from the office.
- This service allows for seamless client support when advisors are traveling on business or a personal vacation.
- This service can be used to cover someone on an advisor's team who needs a day off or isn't available.

### FEES

Advisors can utilize this service for up to 10 consecutive days of coverage.

- \$140 per half day (four-hour minimum)
- \$275 per day

### HOURS OF OPERATION

Coverage is available Monday through Friday, excluding holidays.

### GETTING STARTED

Advisors can reach out to [advisorcoverage@globaltravelcollection.com](mailto:advisorcoverage@globaltravelcollection.com) to discuss and schedule their coverage needs.