

Form ADV Part 3 – Client Relationship Summary

Date: 03/08/2023

Item 1: Introduction

CORNERSTONE INVESTMENT SERVICES is an investment adviser offering advisory accounts and services. Brokerage and investment advisory services and fees differ, and it is important that you understand the differences. This document gives you a summary of the types of services and fees we offer. Please visit www.investor.gov/CRS for free, simple tools to research firms and financial professionals, as well as educational materials about broker-dealers, investment advisers, and investing.

Item 2: Relationships and Services

Questions to ask us: 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?

What investment services and advice can you provide me? Our firm primarily offers the following investment advisory services to retail clients: portfolio management via a wrap fee program (we review your portfolio, investment strategy, and investments) and financial planning (we assess your financial situation and provide advice to meet your goals). As part of our standard services, we typically monitor client investments on a weekly basis. Our firm offers both discretionary advisory services (where our firm makes the decision regarding the purchase or sale of investments) as well as non-discretionary services (where the retail investor makes the ultimate decision). We limit the types of investments that we recommend since not every type of investment vehicle is needed to create an appropriate portfolio. Our minimum account size for our wrap program is \$100,000. The minimum for our non-wrap management services is \$10,000. Please also see our Form ADV Part 2 Brochures (Firm Brochure, Items 4 & 7 and Wrap Brochure, Items 4 & 5) ("[Brochures](#)").

Item 3: Fees, Costs, Conflicts, and Standard of Conduct

Questions to ask us: 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? What are your legal obligations to me when acting as my investment adviser? How else does your firm make money and what conflicts of interest do you have? How might your conflicts of interest affect me, and how will you address them?

What fees will I pay? Our fees vary depending on the services you receive. Additionally, the amount of assets in your account affects our advisory fee; the more assets you have in your advisory account, the more you will pay us and thus we have an incentive to encourage you to increase the assets in your account. Our fixed fee arrangements are based on the amount of work we expect to perform for you, so material changes in that amount of work will affect the advisory fee we quote you. Portfolio management fees are typically charged monthly in arrears. Financial Planning fees are negotiated, with a deposit required and fees may be waived if the client becomes a managed account client. Our fees are not based on transactions, or the type of investments selected, which means during periods of high activity or low activity, your fee rate does not change. Please also see our Firm Brochure, Item 5 and Wrap Brochure, Item 4 ("[Brochures](#)").

Some investments (e.g., exchange-traded funds) impose additional fees (e.g., transactional fees and product-level fees) that reduce the value of your investment over time. The same goes for any additional fees you pay to a custodian. For the wrap fee program, you will not typically pay additional transaction fees and thus our advisory fee may be higher than if you paid transaction fees separately.

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. Please also see our [Brochures](#) for additional details.

When we act as your investment adviser, 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 interests. 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:

Example 1: Our firm and/or its investment advisory representatives may from time to time purchase or sell products or investments that they may recommend to clients. In such circumstances, our firm or its investment adviser representatives may have a financial interest in recommending investments that our firm or its representatives also own.

How do your financial professionals make money? Primarily, we and our financial professionals receive cash compensation from the advisory services we provide to you. This compensation may vary based on different factors, such as those listed above in this Item. Because we manage your portfolio in a wrap fee program, we have an incentive to limit trading in your account and to favor asset types that do not have a transaction fee in order to minimize trading expenses that we would have to normally pay out of our management fee. Please also see our Firm Brochure, Item 10 and Wrap Brochure, Item 9 ([Brochures](#)).

Item 4: Disciplinary History

***Questions to ask us:** As a financial professional, do you have any disciplinary history? For what type of conduct?*

Do you or your financial professionals have legal or disciplinary history? No, we do not have legal and disciplinary events. Visit <https://www.investor.gov/CRS> for a free, simple search tool to research us and our financial professionals.

Item 5: Additional Information

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

For additional information on our advisory services, see our [Brochures](#) available at <https://adviserinfo.sec.gov/firm/summary/129164> and any individual brochure supplement your representative provides. If you have any questions, need additional information, or want another copy of this Client Relationship Summary, then please contact us at 401-453-5550.