

CELANDINE

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WILL WRITING SCHEDULE OF FEES

Individual Wills	£50.00
Family Wills	£100.00
Tax Planning Wills	£500.00
Additional Trusts	£100.00
Enduring Powers of Attorney	£25.00
Will Storage (per annum)	£10.00

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WILL WRITING TERMS OF BUSINESS

PROCEDURES

Writing your Will usually involves two meetings. At the first meeting your detailed instructions are taken, any questions that you have are answered and appropriate advice given to you. At the second meeting the completed documentation is given to you for you to read through before signing. Any queries will be answered and full explanations given. If the Company has made a mistake this will be rectified at the expense of the Company before you sign the document, even if this requires an extra visit. You will be required to arrange for witnesses to be present at the second meeting; you will be given full information about the witnessing procedure at the first meeting.

The Company is obliged to give you the best advice in all matters relating to your Will and in some cases this may include advice to draw up other documents or take other action which may incur further fees. In such cases full details of such fees will be given to you at the time and you are under no obligation to proceed with any ancillary services offered. However, in some circumstances you may be asked to sign a declaration stating that you are acting against the advice given.

ONGOING RESPONSIBILITY

The Company does not accept any liability or obligation to advise you of any changes in legislation which may or may not require you to amend your Will. The Company will write to you periodically to remind you that your Will may need amending, but there will be a charge for this.

DISCLOSURE OF INFORMATION AND CONFIDENTIALITY

In order to produce effective legal documents the Company needs to be assured that you are providing full disclosure of all relevant facts and answers to all questions asked. The Company shall not accept any liability for any information not disclosed and therefore not documented which later comes to light as being of relevance and which might affect the validity or content of the Will. The Company is registered under the Data Protection Act 1984 and therefore all information disclosed to us will remain totally confidential and no details will be passed to any other parties without your prior written consent.

TIME SCALES

The Company shall endeavour to produce all documentation ready for signing within 14 days of the first appointment or as otherwise agreed. If exceptional circumstances occur, such as illness, then a full explanation will be given and the documentation produced as soon as it is possible to do so. In any event, the Company shall produce documentation and have it available for signature within a maximum of 30 days of having the full and relevant information to do so. If we fail to comply with this time scale you will not be charged for the document.

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FEES AND PAYMENTS

Our fees are as quoted to you irrespective of the complexity of the document. Payment in full is required on completion of the documents, unless otherwise agreed. You have a right to cancel this contract within 7 days from the first appointment, however, the Company will charge for advice given when taking instructions and for work undertaken since that appointment, up to a maximum of one half of the full fee. If a representative of the Company arrives at your home for a pre-arranged visit and you are not at home OR if you cancel an appointment without 24 hours notice, a cancellation fee of £15 shall be payable. If, within 30 days of the initial appointment you have not supplied all information required to produce your Will, or if after 30 days of producing a draft Will you have not approved the draft Will, the Company will charge a fee equal to one half of the full fee. The balance will be payable on completion of the final document.

COMPLAINTS

The Company is committed to providing you with the highest level of service. In the unlikely event of you having a complaint, the Company operates a complaints procedure in accordance with the Code of Conduct for Will Writers.

We accept the above terms and agree to abide by them and be bound by them. I/we acknowledge that we have received a copy of this agreement.

Signed:.....Signed:.....

Print Name:..... Print Name:.....

Dated: Dated: