**INSTRUCTIONS FOR EXECUTING YOUR DOCUMENTS**

Please read through them carefully to ensure everything is in order, paying special attention to names and addresses and that you understand the gifts being made. If you are satisfied please then execute them:

WILLS

It is essential to have two witnesses present when signing and that neither witness is a person referred to, or in any way interested under the provisions of the Will, or the husband or wife of such a person. To ensure that the legal requirements are observed, you and the two witnesses should remain together until **all three have signed in the same pen. We recommend ‘black’.**

AFTER EXECUTION OF YOUR WILL:

**Please return the attached form to us to confirm that the wills have been properly executed and where they are being kept.**

**We also recommend that you send us a copy of the page showing your signature and those of the witnesses.**

CHANGES IN YOUR CIRCUMSTANCES/TAX CONSIDERATIONS

You will appreciate that not only may your own personal circumstances change, but that that tax law may also change. We advise that you should review your Will regularly and will do this with you at no cost if you are a retained client. You should however contact us should you feel there may be such circumstances.

Should you have any queries about executing your documents please contact us on 01634 838656.

**If you make a mistake with the signing we can arrange a reprint your documents at a charge (to cover costs) of £75.00 + VAT for each document**.