

Engagement letter for On The Spot Wills

Thank you for instructing us to act for you in relation to your legal affairs.

Please review our Client Service Information and Standard Terms of Engagement, which can be found at <https://regent.law/terms/>.

Legal services we expect to be providing to you

- Receive your instructions
- Provide you with legal advice in relation to your Will
- Prepare new Will
- Attend on you to sign Will
- Filing Will in our deeds storage for safe-keeping.

Fee information

Our fee for an On The Spot Will is \$600 plus GST and includes all of the above work being completed in one meeting.

If you require additional work to be done, or wish to delay any of the above stages, our fee for the additional time spent will be at the writer's hourly rate of \$400 plus GST.

Fee advance

A fee advance of **\$690.00** is required to be paid before your meeting to complete your On The Spot Will. Our trust account deposit slip is located below, for your use. When depositing the funds please use reference: Fee advance Will and your **surname**. Alternatively, we have EFTPOS in our office if you would like to utilise that.

The fee advance will be held in our trust account on your behalf until our invoice is generated and funds recovered.

Please be aware, we invoice for our time and disbursements regardless of whether a matter proceeds to completion.

Paying our fee advance confirms you agree to our terms and wish to proceed.

Responsibility for Services

The principal / director of the firm, **Isabel Blake**, has the overall and general responsibility, for the services provided to you, with assistance from time to time from Sophie Teh-Hall (Administrator and witness).

Changes

The terms of this letter can only be superseded in writing. If you believe there has been a change and you don't receive confirmation of those changes in writing from us immediately afterwards, contact us back straight away.

Communication

Any communication sent to us by email, post or fax is not deemed to have been received until we have acknowledged receipt.

General

Unless you notify us immediately that you do not want us to act for you, you will be bound by the terms of this letter and the accompanying material.

Yours faithfully,



ISABEL BLAKE

Lawyer Director

ASB

ASB BANK LIMITED
NORTHLAND COMMERCIAL BANKING

Depositor's name _____

Reference ☐ ☐ ☐ ☐ ☐ ☐

Credit account of _____

REGENT LAW 2016 LTD
TRUST ACCOUNT

Funds included in this deposit cannot be drawn against until proceeds have been cleared.

Deposit

Date _____		
Notes	No.	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
Coin		
Cheques (per back)		
\$ <input type="text"/>		

11 23 1061 0069069002 11 50