

KENNETH VERCAMMEN & ASSOCIATES, PC
Attorney at Law

2053 Woodbridge Ave.

Edison, NJ 08817

732-572-0500

Date to sign _____

ESTATE ADVICE AND WILL PREPARATION: SERVICES TO BE PROVIDED AND LEGAL FEE

1. Office interview with client, office consult fee is \$150.00, which is included in the Will preparation fee. 2. Review Will Questionnaire filled out by client. 3. Obtain information such as name, address and telephone number.

4. Obtain information regarding value of real estate, life insurance and other assets. 5. Obtain information regarding distribution of estate and selection of beneficiaries. 6. Obtain information regarding names of family members.

7. Discuss possible individuals to serve as Executor. 8. Discuss provisions regarding Power of Attorney, Probate and Living Will, answer legal questions. 9. Provide free information brochures on Wills, Power of Attorney, Living Wills, Answers to Questions about Probate, Website/ Elder Law on the Internet [website www.njlaws.com](http://www.njlaws.com) other brochures. 10. Attend to opening of file.

11. Preparation of draft Will and Testament with Provisions regarding debts and taxes, distribution of estate, Trust for beneficiaries under 21, provisions for primary Executor and one successor Executor, include provisions regarding no bond required and self-proving Will meaning your family will not need to locate witnesses later.

12. Preparation of index of Last Will, Preparation of Will Envelope.

13. Prepare letter to client enclosing draft of Will for client to carefully read.

14. Office conference, attend to execution/ signing of Last Will and Testament, -Answer Questions and explain provisions.

15. Provide bi-weekly computer email newsletter with updates on Probate, Insurance, and Free Legal Information.

16. Preparation of post Will letter to client

AMOUNT DUE for Wills: \$ _____

Power of Attorney \$ _____

Living Wills \$ _____

Please make Checks payable to Kenneth Vercammen, PC. Visa, Master Card and American Express accepted. Please pay the front desk legal secretary at first meeting. Payment is required prior to any documents being drafted.

[Note- After the Will is typed, there is a minimum \$75.00 additional charge for each change in Executors, beneficiaries or other changes not set forth in the Will Questionnaire filled out by clients at the initial consult. Specific bequests are not part of a simple Will and there are also fees for typing specific bequests or Trusts for minor children. The Will needs to be signed within 21 days of initial consult or additional fee will be charged. There is an additional \$100.00 charge for canceled, rescheduled, or missed Will signing appointments. We do not do Tax Planning or Medicaid Planning. The fee paid is non refundable. [Imac 2 rev 5/22/06]