

Instructions to Undertake Will Search - Fixed Fee £24

Vincent Oakley Solicitors are instructed to undertake a search of their Wills Register for the individual identified below (or in the enclosed letter or form) for a fixed fee of £24 (£20 plus VAT). The search results will be provided by post or email within 14 days of the cheque clearing. Please note that this fee does not include the costs of retrieval of any original will or copy will from our archived files. If the search of our Wills Register reveals that we have any papers for the deceased we can retrieve the papers from our archives and a further Archive Retrieval Fee of £24 (£20 plus VAT) is payable

Vincent Oakley Solicitors Terms of Business the website www.vincentoakley.com. Apply to this Retainer.

Last Name	
First Name	
Middle Names	
Date of Birth and place of birth if known	
Any other names the deceased was known by (e. g. maiden name before marriage)	
All addresses know for the deceased	
Any other information that may assist in searching for records for the deceased	
Names and addresses of children of the deceased	
Name of all spouses and former spouses of the deceased	

Checklist of documents to be enclosed

1. £24 cheque payable to "Vincent Oakley Solicitors"
2. Death Certificate for the individual against whom the search should be made
3. Any further information on the above form or a separate letter

I / we agree to the Terms of Business and the Terms of this Will Search Retainer

Signed.....Dated.....

Word Processing Reference which is to be disregarded in the interpretation and construction of this document: K:\Dropbox\TOB Retainers - Will Search Form\Will Search Form 20200318B.docx

Cancellation – Form C

1. ONLY COMPLETE THIS FORM IF YOU WISH TO CANCEL THE CONTACT

Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013

Right to cancel

You have the right to cancel this contract within 14 days without giving any reason. The cancellation period will expire after 14 days from the day of conclusion of the contract. To exercise the right to cancel, you must inform: *Vincent Oakley; 53 Newbridge Crescent, Wolverhampton; WV6 0 LH. Telephone 01902 743333* of your decision to cancel this contract by a clear statement (e. g. a letter sent by post, or email to office@vincentoakley.com).

You may use this model cancellation form, but it is not obligatory. To meet the cancellation deadline, it is sufficient for you to send your communication concerning exercise of your right to cancel before the cancellation period has expired.

Effects of cancellation

If you cancel this contract, we will reimburse to you all payments received from you. We will make the reimbursement without undue delay, and not later than 14 days after the day on which we are informed about your decision to cancel this contract.

We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

You must pay us a fee for work undertaken before you cancel. Please refer to our Terms of Business under the paragraph entitled 'Fees' for details of how our fee will be calculated. In summary the fee is the number of hours worked multiplied by the hourly rate(s) specified for the individuals that did the work.

Cancellation Form

To: *Vincent Oakley; 53 Newbridge Crescent, Wolverhampton; WV6 0 LH. Telephone 01902 743333.*
I/we hereby give notice that I/we cancel my / our contract for the supply of the service set out above.

Signature(s).....

Date.....