

HARRATTS LEGAL SERVICES LTD TERMS OF BUSINESS – ASSISTED PROBATE

1. Introduction

These Terms of Business (“Terms”) explain how Harratts Legal Services Ltd (“we”, “us”, “our”) provide assisted probate services to you (“the client”). These Terms explain how Harratts Legal Services Ltd provides its services and are written to comply with the Consumer Rights Act 2015 and guidance issued by the Competition & Markets Authority (CMA). Please read these Terms carefully and keep a copy for your records.

2. Our Status and Role

We are Estate Planners and probate support providers. We are not solicitors and do not provide legal advice or carry out reserved legal activities. Our role is limited to providing administrative assistance and support in connection with probate and Letters of Administration applications. If legal advice is required, you should seek advice from a qualified solicitor.

3. Scope of Services – Assisted Probate

Our assisted probate service may include:

- Gathering information provided by you regarding the deceased estate
- Preparing probate application forms based on information supplied
- Reviewing completed forms with you prior to submission
- Providing administrative guidance throughout the application process

We rely entirely on the accuracy and completeness of the information you provide.

4. What We Do Not Provide

Unless agreed separately in writing, we do not:

- Provide legal advice
- Act as executor or administrator
- Distribute estate assets
- Clear debts of the estate
- Provide post-grant estate administration services

Responsibility for administering the estate remains with the executor(s) or administrator(s).

5. Client Responsibilities

You agree that:

- All information supplied is accurate and complete to the best of your knowledge
- You will notify us promptly of any changes
- You retain responsibility for estate administration decisions

Registered in England & Wales No: 10989778

VAT Registration No: 313 9963 82

Harratts Legal Services Ltd

Email: probate@harrattslegalservices.co.uk

6. Joint Instructions

Where we act for more than one client:

- Information cannot be kept confidential between joint clients
- A conflict of interest may require us to cease acting
- We will explain any such situation clearly

7. Fees and Transparency

All fees will be clearly explained and confirmed to you in writing before you are bound by this agreement. The total price payable will be inclusive of VAT where applicable. No additional fees will be charged without your prior agreement.

8. Disbursements

Disbursements are third-party costs payable to external organisations such as the Probate Registry. All disbursements will be explained and approved by you in advance. Disbursements are separate from our fees.

9. Payment Terms

Unless otherwise agreed in writing:

- 50% of the agreed fee is payable on instruction
 - 50% is payable prior to submission of the probate application
- Payments may be made by debit card, credit card, or bank transfer.

10. Right to Cancel

You have a legal right to cancel this agreement within 14 calendar days from the date of payment, without giving any reason. Cancellation must be made in writing, including by email.

11. Immediate Commencement During Cooling-Off Period

If you request us to begin work during the cancellation period, you acknowledge that:

- You may be required to pay for work already completed if you later cancel
- Charges will reflect work completed up to the cancellation date

12. Refunds

If you cancel before work starts, a full refund will be issued. If you cancel after work has started at your request, a reasonable proportion of the fee may be retained. Any remaining balance will be refunded without undue delay.

13. After-Sales and Corrections

If an error is identified in documents we have prepared, please notify us promptly. We will correct genuine drafting errors within a reasonable time at no additional charge.



Harratts Legal Services Ltd
261 Buxton Road
Stockport
SK2 7NR
0161 791 1350

14. Confidentiality and Data Protection

We will treat your personal information confidentially and in accordance with UK GDPR. Your data may be shared with third parties only where necessary to carry out your instructions or where required by law.

15. Complaints

If you are dissatisfied with our service, please contact:

Scott Harratt
Harratts Legal Services Ltd
261 Buxton Road
Stockport
SK2 7NR

We will handle complaints fairly and promptly.

16. Governing Law

These Terms are governed by the laws of England and Wales.

17. Acceptance of Terms

By signing below, you confirm that you:

- Have read and understood these Terms of Business
- Have had fees and services explained clearly
- Have been informed of your cancellation rights
- Agree to proceed on this basis

Client 1 Name: _____ Client Signature: _____

Client 2 Name: _____ Client Signature: _____

Date: _____

Consultant Name: _____ Consultant Signature: _____

Date: _____

Registered in England & Wales No: 10989778
VAT Registration No: 313 9963 82
Harratts Legal Services Ltd
Email: probate@harrattslegalservices.co.uk



Harratts Legal Services Ltd
 261 Buxton Road
 Stockport
 SK2 7NR
 0161 791 1350

HARRATTS LEGAL SERVICES LTD
 TERMS OF BUSINESS – ASSISTED PROBATE

Consultant Name: _____

Client 1 Full Name: _____

Client Full Name: _____

Products and / or Services	Price	Receipt
Assisted Probate / Letters of Administration (Fees: £2,083.33 VAT: £416.67)	£2,500 Including VAT	
How Fees are to be paid		
Deposit on instruction to assist	£1,250	
Balance on submission of Probate/IHT application	£1,250	
Other Fees and / or disbursements		
Court Fees payable on application	£300.00	
Per grant certificate required	£16.00	
HLS to write cheque for client court fees	£10.00	

Please Note - Certain products and services attract additional costs which cannot be determined at outset, such as Conveyancing. The fees above relate solely to our work in connection with gaining the grant of probate/letters of administration. It does not include any other disbursements such as: Land Registry Fees, Office Copies, Money Laundering and Identity Checks or the preparation of an application to change a property title or for first registration of an unregistered property.

If the Estate Property is held within a Trust, such as a 'Probate Preservation Plus Trust', there will be further fees incurred in relation to the Trust administration itself.

Registered in England & Wales No: 10989778
 VAT Registration No: 313 9963 82
 Harratts Legal Services Ltd
 Email: probate@harrattslegalservices.co.uk