



international probate genealogists

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## Missing Will Service

**Deceased's Surname at death:**

**Deceased's Maiden Surname (if applicable):**

**Deceased's Forename(s):**

**Deceased's Marital Status:** (please tick one)

Bachelor  Spinster  Married  Divorced  Widow(er)  Unknown

**Date of Death:**

**Date of Birth (if known):**

**Deceased's Address at Death, or last known address:**

### Please Confirm:

- 1. Have you searched the Deceased's personal belongings?**  
If 'No', you must do so before this service can be ordered.  Yes  No
- 2. Have you checked with any known friends, neighbours or relatives?**  
If 'No', you must do so before this service can be ordered.  Yes  No
- 3. Do you already hold a Will for the Deceased?**  
If 'Yes', please give details including date the Will was written. We will assume you are asking us to search for a more recent Will unless otherwise directed.  Yes  No

**Details of currently held Will:**

**4. Would you like us to check with any Banks or Building Societies where the Deceased had accounts?**

Yes

No

If 'Yes', please list all Banks, Building Societies, branch names, addresses & account numbers below. Please continue on a separate sheet if necessary.

**Bank / Building Society account details:**

**Advertising Requirements:**

Usually only one advertisement is placed (in the Law Society Gazette). Are you happy for only one advertisement to be placed?

Yes

No

If 'No', please give your reasons and state where else you would like us to advertise. If you put 'Local Paper' we will find the Local Paper closest to the Deceased's address at death and place one advertisement in this publication.

**Are we conducting research into this matter for you in order to trace any missing or unknown heirs?**

Yes

No

**If 'Yes', what is our reference number?**

**If 'Yes', on what fee basis are we working?**

Contingency

Estate/Trust Agreement

Budget

Fixed Fee

If we are conducting other research in this case on an Estate/Trust Agreement, Budget or Fixed Fee basis, the Missing Will Service charge is £149 + VAT + advertisement(s) charges & disbursements, recharged at cost. Please see Terms & Conditions below.

If we are conducting other research in this case on a Contingency Fee basis, the Missing Will Service is free of charge (advertisement costs only). Please see Terms & Conditions below.

## Terms & Conditions:

1. The cost of the Missing Will Service (MWS) is £149 + VAT + advertisement(s) charges & disbursements, recharged at cost. If third parties introduce search fees these will be re-charged at cost.
2. We always place an advertisement in the Law Society Gazette (Wills & Whereabouts section) at a current minimum charge of £199.50 + VAT (correct as at January 2010). Usually this is the only advertisement needed. Other advertisements may be placed according to the circumstances of the case, but we will confirm any further advertising requirements with you before accepting your order.
3. The term 'local' is referred to in our Service Details on our website. This will geographically limit our range of correspondence with Solicitors or other professional bodies and is decided at Finders discretion based on the last known address(es) of the Deceased unless otherwise advised in advance.
4. Geographical Options: If you wish to extend searches beyond our standard 'local' service, as defined above, this can be done to include selected towns, cities, counties or the whole of the UK or specific countries. Please contact us for a quotation.
5. The MWS is dependent upon you supplying to us the name and other details of the Deceased. Therefore, please ensure you have spelt all names and addresses correctly and inserted date entries correctly. Finders cannot refund or cancel charges if incorrect information is submitted and the MWS is completed using incorrectly supplied information.
6. If we are researching this matter on a **contingency fee basis** for you in order to trace missing or unknown heirs, this service is free of charge (advertisement charges only, re-charged at cost).
7. We will send our invoice (where applicable) with our report.
8. Invoices must be paid within 28 days of receipt.
9. Overdue Invoices – We reserve the right to charge interest on overdue invoices at 4% over the Bank of England Base Rate. Unexplained debts of 90 days or more overdue may be referred to a third party for recovery and their charges added to our invoiced amount, plus overdue interest. **If you believe there will be any difficulty in paying our fees on time**, we encourage you to contact us at the earliest opportunity in order to agree a revised payment schedule or other solution.
10. We must allow 28 days for a response to any advertisement(s) placed and will use our best endeavours to have all research completed within 28 days of the appearance of any advertisement(s). However, as enquiries of third parties that are not under our control are made as part of the MWS, we cannot guarantee delivery of our report by a specific date.
11. Submission of this form to Finders will be treated as confirmation of instructions for us to proceed with the MWS.
12. **PRIVATE CLIENTS** – In certain situations we may accept instructions from non-professionals, but when doing so our fees must be paid in full in advance.

## Permitted Use

13. Our reports can be used in support of any application for indemnity insurance. In most cases we can obtain policies quickly and easily for you through Aviva (formerly Norwich Union).
14. Where we have provided a family tree, you are permitted to copy this only to interested parties relevant to the matter in hand.
15. Our reports, correspondence and supporting documentation are submitted in confidence to the Estate Custodian or person or company who instructs us for their use and reference only. Copies must not be sent to any other person or company without our express written permission in advance.

Please tick this box to confirm you have read and agreed to the above Terms & Conditions.

## Your Details:

Name:	
Company Name:	
Address:	
Postcode:	
Telephone:	
Fax:	
Email:	
DX Number:	
DX Exchange:	

## THANK YOU FOR YOUR ORDER

Finders will complete Missing Will searches as soon as possible. In the normal course of events please allow 35 days for delivery of our report.