

Dear Mr. Example

SIGNING YOUR WILL

Please carefully read your Will and only sign it if you are sure that it is correct.

Executing Your Will

All signatures should be made in ink or by ball point pen.

You must sign your Will in the presence of two **independent** witnesses aged over 18 years. These should NOT be :-

- Blind
- Beneficiaries in your Will
- Spouses of Civil Partners of Beneficiaries in your Will
- Anyone related to you or any other beneficiary in your Will.

Your witnesses do not need to know the content of your Will.

Procedure

All three of you must remain present at the same time until the following procedure has been completed:

1. If you have downloaded and printed your Will you will need to bind it securely - put the pages in order and then staple at the top, middle and bottom of the left hand edge.
2. You should date the Will as shown in the example below.
3. You should sign your name with your usual signature at the end of the Will as shown in the example below.
4. Each witness should then sign his or her name where indicated and print their full names, addresses and occupations where provided.
5. **DO NOT make any alterations or amendments by hand to your Will.** If you have made a mistake then please contact us for further instructions.
6. You should ensure that you keep your Will in a safe place and let your Executor(s) know where it is located.
DO NOT PIN OR CLIP ANY LETTER OR NOTE TO YOUR WILL

If you require any further assistance in signing your Will please telephone on :-

Example

Attestation	
Dated this <i>Eighteenth</i> day of <i>January</i> Two Thousand and <i>Ten</i>	
SIGNED by the above named Brian Brook as and for his last Will in our presence and then by us in his	
<i>Brian Brook</i> Signature of Testator	
<i>Kevin Harris</i> Signature of first Witness	<i>B. Harris</i> Signature of second Witness
<i>Kevin Harris</i> Full names of first Witness	<i>Brenda Harris</i> Full names of second Witness
<i>Doctor</i> Occupation	<i>Housewife</i> Occupation
<i>Haver Halt</i> <i>Haver</i>	<i>Haver Halt</i> <i>Haver Kent</i>
<i>Kent TN8 7ER</i> Address of first Witness	<i>TN8 7ER</i> Address of second Witness