Chat Legal Pty Ltd
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Advisor assisted estate planning packages – 2020/2021 prices

	Individual (virtual)	*Couple (virtual)*	*Individual (in-person)*	*Couple (in-person)*
Base price	**$650**	**$950**	**$900**	**$1,350**
Complex family additional price	**plus $500**			
Documents included	Will (whether simple or including one or more testamentary discretionary trusts) | Queensland enduring power of attorney documents | Template memo of directions | To Do List			
Estate planning legal advice	No limit on estate planning advice and documented via To Do List *Depending on your client's circumstances, additional documents may be required to ensure your client's estate planning intentions are met and a fixed price quote will be provided if that is a case in relation to the preparation of such documents.			
Meetings	One (1) online 'planning' meeting (30 minutes) with advisor Two (2) online meetings (unlimited length) with advisor and client		One (1) online 'planning' meeting (30 minutes) with advisor Two (2) in-person meetings (unlimited length) with advisor and client at advisor's office	
Delivery of documents	Electronically Advisor to assist with printing and binding		Electronically Advisor to assist with printing and binding	
Signing and witnessing assistance	No, but signing checklist provided Available for witnessing fee of $220 (including travel to advisor office)		Yes, during second in-person meeting (if no further amendments required), otherwise, at a third 'signing' meeting	
Ongoing support	Advisor to oversee completion of To Do List			
Payment terms	Invoice issued on provision of draft documents			
Entity review price	**plus $200 per entity*** note a trust and company trustee structure constitutes two (2) entities			
Entity review inclusion *Entity meaning a company, trust or 'SMSF'*	Review of entity governing documents and advice in relation to succession planning issues For trusts - preparation of trust succession documents (if no additional steps required) or inclusion of trust succession clause in Will (if required) For companies - company statement search included and specific gift in Will (if required)			
'BDBN' price	**BDBN meaning binding death benefit nomination for self-managed superannuation funds – plus $200 per BDBN**			
Other considerations *Your client's estate plan may require additional documents and advice, such as (but not limited to):*	• Restructuring personal and/or jointly held assets • Restructuring trust and/or company structures • Reviewing/preparing business and investment succession documents with unrelated parties		• Preparing documents mitigating any potential Will challenges • Obtaining overseas estate planning advice • Considering potential tax planning and asset protection objectives	

Working out our fixed price to assist

Step 1: Pick the package that suits your client

Choose whether meetings are preferred to be online or in-person (in-persons meetings only available at offices within 20km of Brisbane CBD)

Step 2: If your client has a complex family, then add the additional price for advice in relation to Will challenges.

A **complex family situation** is where there are ex-partners or de-factos **OR** there are 'frosty' relationships with direct family members

Step 3: Let us know how many entities your client controls and if BDBNs are required

Step 4: Appreciate that depending on your client's circumstances, additional documents may be required and the To Do list will include such recommendations

Step 5: Complete and arrange for the Appointment of Agent form to be signed and provided back to us (electronic copy is fine)

Our service agreement can be found at: https://chatlegal.com.au/terms-service.html | We specifically note that we do not retain original documents | The above fixed prices are inclusive of GST | The above fixed prices are for estate plans that do not look to 'rule beyond the grave' (i.e. your client is not looking to have pages of very specific, restrictive and unamendable rules in their documents) | We offer meetings during or after office hours | In-person meetings are available for meetings within 20km of Brisbane CBD | Online meetings are recorded and a link to download a copy of the recording is provided to the client | We can undertake property and company searches for a fee of $50 per search which is inclusive of the search fee as well as our professional fee | We can assist you with the documents and advice under the 'Other considerations' row for a fixed price; and any recommendations in relation to the need for such documents and advice will be provided to you as part of the estate planning process via the To Do List

Advisor assisted estate planning process

The above packages are offered on the basis that an advisor can assist a client with completing their estate plan; and efficiencies are created due to the professional skills, knowledge and understanding of the client's circumstances offered by the advisor.

Specifically, the packages are offered based on the following advisor assisted efficiencies:

1. The advisor is able to provide a holistic and broadly complete understanding of the client's circumstances including but not limited to the following:
   - a. Details about the client's direct family.
   - b. A summary of the client's main assets and liabilities.
   - c. Details about any entities controlled by the client or in which the client has an interest in (including providing relevant governing documentation).
   - d. Details about the client's superannuation and life insurance arrangements (including providing relevant governing documentation).
2. The above information is provided to us prior to the first estate planning meeting with the client.
3. In-person client meetings can be conducted at the advisor's meeting rooms and the advisor is present to assist with chairing and client relationship management.
4. The advisor is responsible for managing the estate planning process (i.e. liaising with client in relation to meeting availability and queries, as well as assisting the client with ensuring any To Do List items are completed).
5. The advisor can assist the client with printing and binding the estate planning documents; and be present for any in-person witnessing with us.

<u>All estate planning legal advice and recommendations are made from Chat Legal Pty Ltd to the client and an invoice will be issued from Chat Legal Pty Ltd directly to the client.</u>

Processes							
Virtual	**Step 1 – Attend online 'planning' meeting with advisor to understand client's situation**	Step 2 – Attend online estate planning meeting with client and advisor	**Step 3 – Estate planning documents and advice provided to client (copied to advisor)**	Step 4 – Attend second online meeting to discuss estate planning documents and advice	**Step 5 – Estate planning documents or advice are amended (if required) and provided to client (copied to advisor)**	Step 6 – Advisor to assist with witnessing and completion of To Do list	
In-person meetings	**Step 1 – Attend online 'planning' meeting with advisor to understand client's situation**	Step 2 – Attend in-person estate planning meeting with client and advisor	**Step 3 – Estate planning documents and advice provided to client (copied to advisor)**	Step 4 – Attend second in-person meeting to discuss estate planning documents and advice	**Step 5 – Estate planning documents or advice are amended (if required) and provided to client (copied to advisor)**	Step 6 – Estate planning documents signed and witnessed (during second meeting if no changes required or at a third meeting)	Step 7 – Advisor to assist with completion of To Do list

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Appointment of Agent

Principal (I)	
Firm	
Lawyer	Chat Legal Pty Ltd ACN 621 391 553
Work	Wills and estate planning advice
Fixed Prices	Base price: __________________________ | Complex family ($500) ☐ Entity review ($200 each) _______________ | BDBN ($200 each) _______________

I, the Principal, appoint the Firm as my agent and agent of all related entities such as trusts and companies of which I have authority to act on behalf (the **Group**) in relation to the Work.

I confirm the Firm has our authority to:

1 Communicate with the Lawyer (and all authorised representatives) regarding the Work;

2 Give the Lawyer instructions to undertake the Work; and

3 Receive copies of any advice or documents issued by the Lawyer regarding the Work.

I confirm that the Firm is acting as an agent for me in obtaining legal advice in relation to the Work.

I accept the above Fixed Prices to undertake the Work per the scope of work provided in the document titled 'Advisor assisted estate planning packages'.

Principal

I understand that communications between myself, the Firm and the Lawyer may be subject to legal professional privilege and should remain confidential.

Dated	
Signature of Principal	
Name/s	

Firm

I acknowledge the Firm's appointment as agent of the Group on the terms outlined above, and confirm I have sufficient authority to sign on behalf of the Firm.

Dated	
Signature of Firm's representative	
Name	

The parties agree this document may be signed in any number of counterparts. All counterparts together make one instrument.