



MartinSmith

Probate, Attorney & Wills Ltd

1 Burgh Road Aylsham Norfolk NR11 6AJ

Tel 01263 734859 Mobile 07584 030071 Email support@smithifa.co.uk

Our Probate & Estate Administration Service (01.03.2026)

Obtaining Probate and dealing with the estate administration can be a daunting task. Some estates will be straight forward and may not require Probate to be obtained. Others can be far more involved, especially if Inheritance Tax becomes an issue.

We wish to provide you with a fast and reliable service which is delivered at a very competitive price. We tailor our involvement to suit your wishes and believe that there is no substitute for a face to face service. Home visits are always available as too are evening appointments.

If you would like assistance, we encourage you to approach Solicitors and Banks in order to compare our charging policy to theirs. Always ask for a written scale of fees and pay particular attention to whether the fee is based upon the “estate value” or whether a “minimum fee” policy applies. We feel that charging a percentage of the estate value is unfair and often fails to reflect the time spent working on your behalf.

Before we commence work for you, it is important that you are made fully aware of our simple charging structure. As we are not VAT registered, you will not have any VAT added.

a) Initial Consultation ~ the **first 1 hour is free of charge** for everybody. This should give both you and us ample time to establish the scale of work that is required. However, if this initial meeting lasts over 1 hour then a fee of £185 is payable. Please note that if you then decide to appoint us to act for you, any initial consultation fee is waived.

b) Executorship / Administrator Fee ~ when appointed to assist, we charge our time at a **flat rate of £185 per hour**. Again there is no VAT to worry about. Naturally, we will keep full records of all work undertaken and make this available to you at any time you wish. This will ensure that you know what the fee is at any one point in time.

c) Minimum Fee Policy ~ we do not operate on this basis. You will only be charged our hourly rate. Often other providers will call for a minimum fee of at least £1,000 to be agreed upon before they commence work for you.

d) Percentage of Estate Policy ~ unlike many others we refuse to charge you in this way. It is common place to see a charge of 3% of the gross estate value. So for example, if the estate consists of a house and savings totalling £250,000, you could easily be charged at least £7,500.

e) Letters and telephone calls ~ once again, we do not charge additional fees every time a letter is sent or a telephone conversation takes place. Our hourly rate covers these items. We want you to know that you can talk to us as often as you wish.

f) Out of pocket expenses and disbursements ~ in some cases we may meet certain costs arising from the estate administration process on your behalf. These out-of-pocket expenses or similar disbursements will be reclaimable from the estate. Once again, any such expenses will be fully itemised within the final estate account.

Some final points to be aware of :

- We do not provide any of the following specific services :
 - Estate agency
 - Funeral Services
 - Property Conveyancing
 - Asset Valuers
 - House Clearances
 - Auctioneering

If these additional services are required then suitable firms will need to be appointed and their bill will become payable from the estate. We do enjoy good relations with other local professionals. Whilst unable to directly recommend one over another, we are happy to provide names and contact numbers to assist you.

We do hope that you will be happy to allow us to help.