

Private Client Estate Administration: Fixed Fee

Our Fixed Fee service applies where we are only instructed to obtain the Grant of Representation in the estate rather than administer the entire estate (Estate Administration: Full Service). Based upon an orthodox and straightforward transaction, our charges are £950 plus VAT.

We will inform you before undertaking any work that falls outside that scope. If you instruct us to continue, in the absence of any agreement to the contrary, our charges will be calculated by reference to the time spent by the partners, and other executive staff, who may deal with the matter. This includes advising, attending on you and others, dealing with papers, correspondence, telephone calls, travelling and waiting time. Time is charged in 6 minute units.

Our costs are based on these assumptions:

- That the estate is relatively simple
- All assets and beneficiaries are based in the UK
- There are few, if any, assets that would complicate the process, or lengthen the time estimates
- There is no Inheritance tax payable in the estate nor is a full Inheritance Tax Form 400 required.

To explain what is actually involved in an estate administration, we will first need to obtain valuations of all the estate assets and details of all of the liabilities. The papers leading to a Grant of Representation will then be completed from this information. The papers will need to be sworn by the personal representatives.

Other costs will be incurred, usually referred to as disbursements which are fees and charges we will need to pay on your behalf as part of the process. These will include some or all of the following:

Case Type	Cost
Bankruptcy Searches (per search)	£2.00
Company Search Fees (per document)	£1.00-£4.00
Copy Birth/Death/Marriage Certificate	£9.00-£30.00
Land Registry Fees (per title)	£3.00
Photocopying set fee	£10.00
Probate Court Fee (plus £1.50 per sealed copy)	£155
Section 27 Notice Fees (est)	£200
Travelling expenses (per mile)	£0.45

Timescales

It is not possible to be specific as to how long it will take to obtain the Grant of Probate due, in part, to the fact that we are dependent on third parties to provide us with information before the application can be made. From experience, we would expect to be in a position to have made the application for the Grant within 3 – 6 months.

The Private Client team members who may work on your matter: their status and hourly rates

Our charges are based on the hourly charging rates for the various members of the Private Client team as shown below.

Name	Position	Fee per hour
Andrew Hasnip	Partner (Qualified: 1996)	£245
Ellie Holland	Partner (Qualified: 2006)	£210
Ann-Marie Aston	Partner (Qualified: 2011)	£210
Andrew Piddock	Consultant Solicitor	£225
Sophie Fenn	Associate Solicitor (Qualified: 2011)	£195
Adrian Schuck	Associate Solicitor (Qualified 2008)	£195
Lucy Cox	Assistant Solicitor (Qualified: 2014)	£165
Nicola Bayley	Assistant Solicitor (Qualified: 2018)	£160
Rachael Chambers	Assistant Solicitor (Qualified 2019)	£160
Tim Burrows	Assistant Solicitor (Qualified 2019)	£160
Paul Southall	Legal Executive (Qualified: 2005)	£160
Verity Shepherd	Senior Legal Executive (Qualified: 2009)	£165
Naomi Ramsay	Assistant Solicitor (Qualified 2020)	£140
Trainee Solicitor	Varies	£110-150
Balinder Aujla	Paralegal	£100
Lisa Southall	Legal Assistant	£111
Paralegal	Varies	£70-100