



WILLCRAFT

**Willcraft**  
**Executor Assist service**

**Acting as an executor, for most people, is one of those ‘once in a lifetime’ experiences and can often appear daunting to a person who is also coming to terms with the death of a loved one.**

**The duties of an executor can, and usually do, include the following tasks:**

- Obtain Probate Application forms and death certificate
- Apply for probate
- Set up bank “Estate Account”
- Gather assets and value them
- Settle debts
- Distribute estate as per Will
- Set up Trust Fund(s) and/or any other form of trust as per the Will for dependents
- Prepare Estate account for beneficiaries
- Finalise taxation

**As an executor of a client with Willcraft  
we understand the role you have undertaken.**

**We have put together this Executor Assist service in order to try  
and help executors through the process giving as much or as little  
assistance as is required**

**Briefly the service provides that.....**

- You and your family will have full use of our professional services if you require them, and in whatever capacity you choose.
- The services range from advice by telephone or email up to a full assisted executor service
- We will only ever charge a fee if we are required to act.
- This will be an agreed 'fixed fee' plus expenses incurred (Probate, Landgate fees as an example) and will be discussed with you in advance of commencing any work for you.
- When using our services we will discuss with you, and your family, if applicable, what you require from us.
- We will then give you a 'guaranteed fixed price quote' for the work that needs doing.
- If, for any reason, you require one of our solicitors to act as Executor in place of you, our charges for performing the duties of an Executor in a professional capacity will be by agreement and where possible fixed for each type of duty/task.

## WHY USE THE WILLCRAFT EXECUTOR ASSIST SERVICE?

- **Expertise.** We are specialists and have a team of Solicitors and Tax experts to deliver exceptional levels of client care
- **Independent advice.** Not all family relationships run smoothly, especially where money is involved, and we offer an impartial alternative
- **Reassurance.** Many people appoint an Executor who is of a similar age to themselves. As they grow older, so do their Executors whereas we will be here ready to act whenever we are needed
- **Confidence.** Our fully inclusive, fixed fee will be competitive and provide certainty without the threat of a 'ticking meter'
- **Stress relief.** Probate can be a stressful and complex process. We take on this burden allowing your client to focus on more important issues
- **Email Support.** – [team@willcraft.com.au](mailto:team@willcraft.com.au) offers Probate assistance at any stage

**We offer this service for one straightforward reason; to be in a position to help clients when they need our support the most.**

**For further clarification of these services please call us on  
(08) 9368 1337**

**or email**

**[team@willcraft.com.au](mailto:team@willcraft.com.au)**