

## Signing Your Wills

Please read these instructions carefully **before signing** your **Wills**. If you also have Enduring Powers of Attorney, then please read the separate instructions on the reverse of this letter

Before you start, make sure that **two witnesses** are present with you before you sign the Will. They should not be related to you and they must **certainly** not be direct beneficiaries, nor married to beneficiaries. They must be over 18 years of age.

If you make any mistakes, or if you find any errors in the Wills, then please do not proceed any further. Tell us immediately and we will correct and replace the Will(s) without charge, irrespective of whether it is our fault or yours.

1. Find the **original** (Red Spine) of your own Will. The other (Blue Spine), if you have one, is a **copy** that we provide for customers who are storing their Wills with us. If you have elected not to store with us then you won't have an additional copy.
2. Find the **"Testimonium & Attestation"** on the final page of **your own Will**.
3. Complete the **current date** on the top line, spelling the name of the month in full (e.g. February).
4. Sign your **normal signature** where the word "Testator" appears, before passing it to the first witness.
5. The first witness then signs on the **left** hand side where the word "signature" appears and then completes the other details below. It is **essential that the witness dates this page** and that the date is the same as the date entered by you at the top of the page.
6. The **second witness** then repeats the process, but on the **right hand side** of the page.
7. Very importantly, when the witnesses have finished you should **check** to ensure that nobody has missed a signature and that the three dates all tally with each other. **If the dates don't tally, the Will won't be valid.**
8. If you are returning the Wills to Nelsons for storage then there should be a white plastic security envelope. **Please place your signed Wills in this envelope, but do not seal them** so that we can check that they have been properly executed.
9. This can then be returned using the prepaid postage envelope provided.

**PLEASE NOTE:** We will not issue any reminders about signing your Gray's' documents. If you are returning them to us for storage then we will send you an acknowledgement letter so that you know they have arrived safely.

**IF YOU DON'T RECEIVE ANY ACKNOWLEDGEMENT THEN YOU SHOULD CONTACT US URGENTLY AS THEY MAY HAVE GONE MISSING IN THE POST.**

Thank you for using Gray's. We hope that you are delighted with our service, but if you have any queries or difficulties then please call the office on 01242-255125 and we will be pleased to help you.