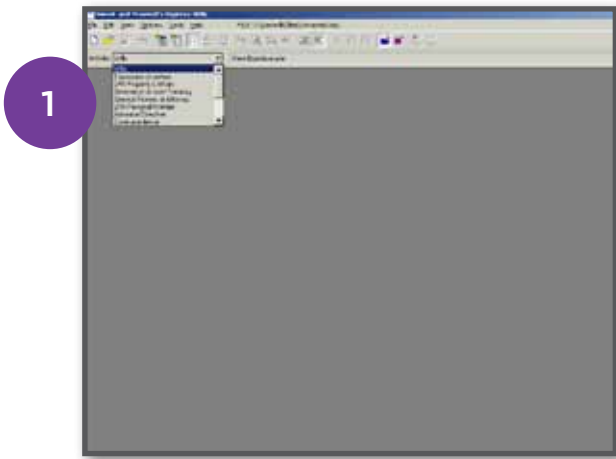
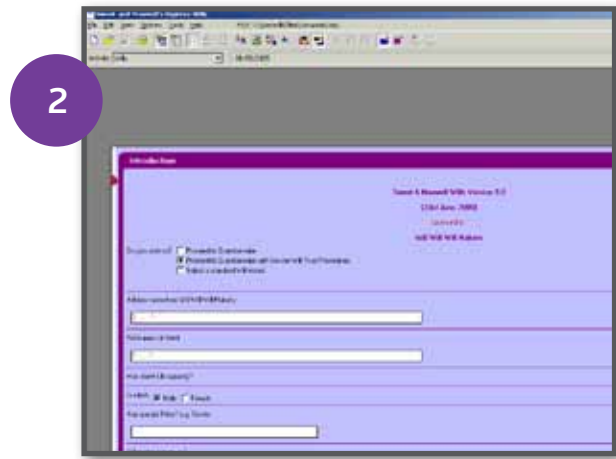


HOW TO DRAFT A WILL

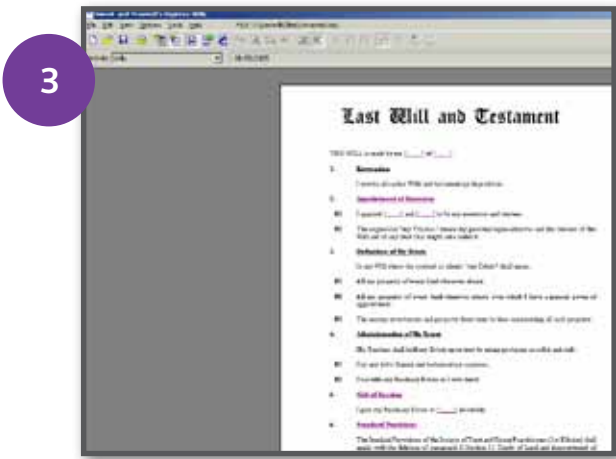
Once you have loaded up Express Wills onto your computer you are ready to begin drafting your first will.



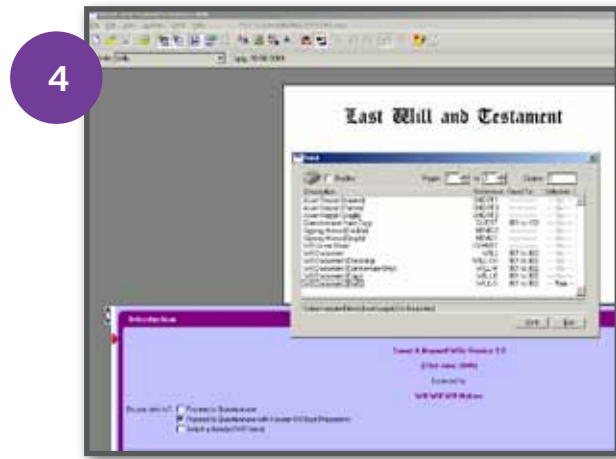
First select 'Wills' from the drop down 'Activity Menu'.



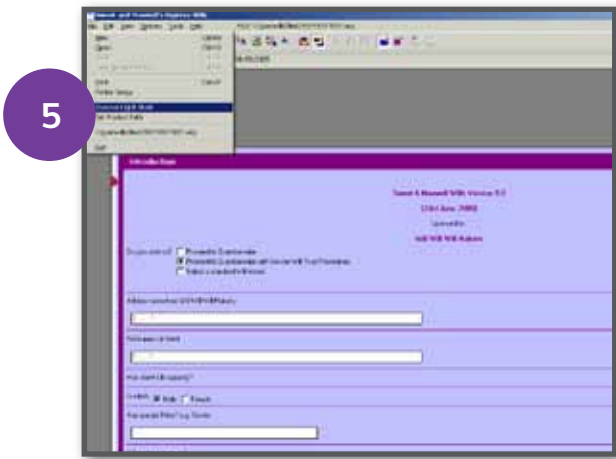
For a will without trust provisions, choose 'Proceed to Questionnaire' and simply begin to fill in the straightforward questionnaire. The 'intelligent' software will only require you to fill in relevant questions and will adapt to your responses, dispensing with unnecessary questions and opening up further questions if required.



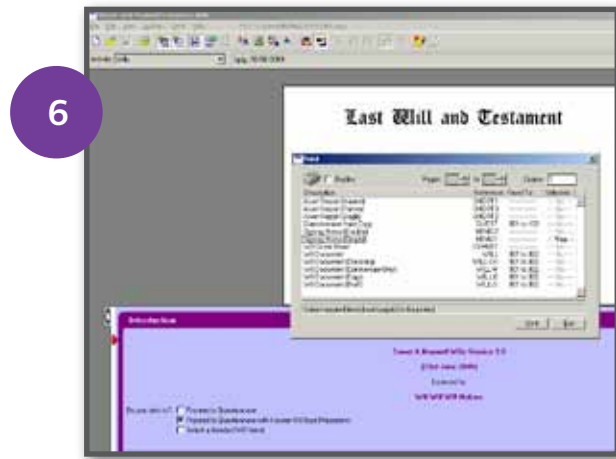
When you have completed the questionnaire you can view a draft of the document on screen for review using the 'Document' and 'Questionnaire' toggle buttons on the menu bar.



If the document is correct you can then print off a draft. Printing off a draft can be done without using any units. The printed document has a watermark indicating that it is a draft. The system will not allow you to print a will if mandatory questions are not answered.



If you and the client are satisfied with the draft will and are ready to print the final clean version for signing then you will need to first register to receive your 10 free introductory units by calling out Helpdesk on 0845 850 9355. If you have already received your free units you can check your stock supply by clicking on 'Document Unit Stock' from the drop down 'File' menu.



If you are posting the will to the client for signing, instructions on how to properly execute the will can also be printed off and included.