



Fixed Fee Package – Change of name

Change of Name Deed (Adult)

What is included?

- One meeting
- Preparation of change of name deed
- Original deed plus 6 certified copies

Cost: our fees £80 plus VAT £16 – total £96

Payment: £96 at first appointment

Important

Any delay, whether caused by you or another party, unforeseen events or disputed issues will result in additional work and costs to those detailed in this package.

We will advise you if this happens and provide you with an estimate of the likely additional costs.

In the event that we carry out work under the fixed fee package detailed, and for whatever reason, your case does not proceed or is not concluded, we will charge for the work carried out on your behalf using our hourly rates. If we apply the hourly rate and this exceeds the fixed fee rate provided, the fixed fee rate will be honoured.

In the event of any increase in court fees during the course of the matter we will notify you of the change and you will be responsible for the payment of the increased fee.

Other options

If our fixed fee package is not appropriate for your case we will give you an estimate of our charges on an hourly rate.

We will keep you up to date on costs being incurred and provide regular interim bills so that you are always aware of the progress of your case and the payments you need to make.

What we ask of you

Our agreement to carry out work for a fixed fee is on the basis that you will:

- Keep any appointments you make to see us
- Provide us with any information and documentation we need promptly and in order
- Let us know immediately if there is any relevant change of circumstances
- Provide us with clear and consistent instructions

If the other party does not co-operate this may affect our ability to continue to act on a fixed fee basis, but if this were to happen we would discuss it with you and find the best solution.