

## Instructions for signing your Will

Please follow these instructions carefully. Failure to do so may mean that your will is wholly or partly invalid.

At no time should you attach by paperclip, pin, staple or any other method, anything to the will, or remove the binding.

### Step 1: Check the will

Make sure that your name appears at the beginning of the document and that you are happy with its content. If anything needs to be changed or corrected please let us know before you sign.

### Step 2: Find two witnesses

- Your witnesses must be over 18 years of age
- Your witnesses cannot be beneficiaries in your will
- Your witnesses cannot be married to or in a civil partnership with a beneficiary in your will
- Your witnesses should not be relatives of yours

### Step 3: Date the will

Put the date where indicated at the end of the will and on the front sheet.

### Step 4: Sign the will in front of the witnesses

#### IMPORTANT NOTE ON SOCIAL DISTANCING/ ISOLATION

It is essential that your witnesses are physically present and able to see you sign. You must arrange this in a way that is safe in your current circumstances and in line with the government's directions to stay 2 metres apart.

**Do not** rely on Skype/Facetime/Zoom or other video conferencing facilities.

**Be creative:** can your witnesses stand outside and watch you sign through a window?

Wear disposable gloves if possible when passing the will between you.

- If the will has been sent to you by email for you to print and is therefore not bound, you and your witnesses should sign at the bottom of each page. This is to ensure that there is no possibility of a page being added to the will later on.
- Sign your name at the end of the will where indicated.
- All signatures should be in ink or ballpoint pen.
- Your witnesses do not need to read the will.
- Your witnesses must sign their usual signatures and write their names, addresses and occupations at the end of the will in the spaces provided.

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**Step 4: Sign the will in front of the witnesses**

Please use the example below to guide you.

**Testimonium and attestation**

Signed by me on 1st January two thousand and twenty

W R Jones  
Signature of testator

Signed by the testator in our presence and then by us in his

Witness 1

Witness 2

Signature: J.D. Smith

Signature: J.A. Smith

Name: JOHN DAVID SMITH

Name: JANET ANNE SMITH

Address: 31 High Street  
Stratford upon Avon

Address: 31 High Street  
Stratford upon Avon

Occupation: Builder

Occupation: Sales Assitant

**Step 5: Return the will**

Send the executed will back to us. We will check it and send you a copy, retaining the original here unless you have asked us to do otherwise.

**If you are concerned in any way about the formalities set out above, please contact us before signing the will.**

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