

# **Institute of Professional Willwriters**

**TRINITY POINT - NEW ROAD - HALESOWEN - B63 3HY**

Telephone: 08456 442042 Fax: 08456 442043 Email: office@ipw.org.uk

## **Will-Writing in Practice** **A 3-day Intermediate Course**

Tuesday, Wednesday, Thursday 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> June 2008  
London Business Innovation Centre (London BIC) EN3 7XU

Led by Sue Ioannou, the course is intended to expand on the topics covered by the course books and introductory course so that students will reach a level that will enable them to pass the IPW entrance examination. **Course Contents:**

- 1) **Intestacy - and why make a Will.**
- 2) **The requirements of a valid Will.**
- 3) **Guardians – their roles and responsibilities**
- 4) **Executors & Trustees - who to appoint and who not to appoint and their roles and responsibilities.**
- 5) **Excluding beneficiaries - when it can and can't be done and how to do it**
- 6) **Property Ownership – Joint Tenancy and Tenants in Common**
- 7) **Power of Attorney - what are they and how they work.**
- 8) **Residential/ Nursing Home Care**
- 9) **Charitable Gifts**
- 10) **Terms of Business**
- 11) **Document Storage**
- 12) **Practical Instruction Taking - what questions to ask and what information to record**
- 13) **Practical Will Drafting**
- 14) **Negligence - what steps you should take when dealing with your client to minimize the risk of being sued!**
- 15) **Practical Will drafting – role playing typical client interviews and drafting typical Wills**

**Student Members - £325 per person**

**Non-Members - £395 per person**

(including Refreshments & Buffet Lunch)

Premier Travel Inn overnight accommodation (Room only) £75.00

Course Book: A Basic Guide to Willwriting by Sue Ioannou

Recommended Book: Parker's Modern Wills Precedents

***Professional - Ethical - Competent***

# Institute of Professional Willwriters

TRINITY POINT - NEW ROAD - HALESOWEN - B63 3HY

Telephone: 08456 442042 Fax: 08456 442043 Email: office@ipw.org.uk

## IPW Willwriting in Practice Course – Enfield

**Tuesday, Wednesday, Thursday – 3rd, 4th and 5th June 2008**

London Business Innovation Centre, Innova Park EN3 7XU

### Booking Form

Mr/Mrs/Miss/Ms\* First Name..... Surname.....

Company (if applicable).....

Address.....

..... Postcode.....

Telephone..... Fax.....

Mobile: ..... Email.....

Please reserve \_\_\_\_ place(s) on the Willwriting in Practice Course  
on 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> June 2008 at £325/£395\* per person £ \_\_\_\_\_

Please reserve \_\_\_\_ (smoking/non-smoking\*) room(s) for the night of  
Monday 2<sup>nd</sup> June 2008 @ £75.00 \_\_\_\_\_

Please reserve \_\_\_\_ (smoking/non-smoking\*) room(s) for the night of  
Tuesday 3<sup>rd</sup> June 2008 @ £75.00 \_\_\_\_\_

Please reserve \_\_\_\_ (smoking/non-smoking\*) room(s) for the night of  
Wednesday 4<sup>th</sup> June 2008 @ £75.00 \_\_\_\_\_

Please supply \_\_\_\_ copy(copies) of A Basic Guide To Will-Writing (7th edition) by  
Sue Ioannou @ £33.00 (student member)/£50.00 (non-member)\* each (inc P&P) \_\_\_\_\_

Please supply \_\_\_\_ copy(copies) of Parker's Modern Wills Precedents (5<sup>th</sup> edition)  
@ £79.00 (student member)/£88.00 (non-member)\* each (inc P&P) \_\_\_\_\_

#### **Total**

Please advise of any special dietary requirements/preferences:

.....

Signed:..... Date:.....

Student Members £325.00 Non-Members £395.00 \*Please delete as applicable  
\*\*\*\*\*

Please return this form along with payment in full **by Tuesday 20<sup>th</sup> May 2008** - cheques payable to IPW and sent to: IPW, Trinity Point, New Road, Halesowen, West Midlands, B63 3HY.

Booking confirmation and detailed course information will be sent on receipt of full payment.  
Books will be ordered from the publisher on receipt of full payment by the Institute.

**IPW Cancellation Policy:** For bookings cancelled more than 14 days before, a full refund less £25.00 administration fee will be given. No refunds will otherwise be made.

We welcome...



streamline