

**KENNETH VERCAMMEN & ASSOCIATES, PC**  
**ATTORNEY AT LAW**

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Date

RE: Last Will and Testament,  
**Appointment to Sign:**

Dear :

Pursuant to our conversation, I am enclosing a draft of your proposed Will. Please read this document carefully.

**If there are any changes, amendments or revisions, please mark up the draft Will in blue pen, and fax or mail back at least four days prior to scheduling the appointment to execute the Will. Please note that there will be a minimum \$50.00 additional charge to make changes after the first draft is typed. Changes usually cannot be done on the same date as signing. Please bring your draft Will and any other documents we sent you. If you have not already done so, please also advise my office immediately if you would like a Power of Attorney prepared and a Living Will as well.** On the date of signing, please bring a copy of any Deed to property so that we can answer your questions regarding title to real estate.

We will give you the Original signed Will to take home. Based on a Supreme Court ruling, we no longer keep original Wills in our office. We keep a copy. Please advise your Executors where the original Will is going to be stored.

Please also be advised that if you have assets such as bank accounts in joint names, or bank accounts payable upon death, these go directly to the beneficiary. Your Will cannot change who the beneficiary is on a joint account, payable upon death accounts, or other assets such as Life Insurance policies. You would have to go directly to the bank or company where the assets are held and either direct that they change the beneficiary or not list any beneficiary at all other than your Estate. This office does not provide tax advice, and we recommend you discuss your assets and your proposed Will with a certified public accountant who handles tax matters. Documents we prepare are designed for the State of New Jersey and not for property in another state or country.

During our client's lifetime all information is kept strictly confidential, unless you authorize otherwise in writing. We also recommend you prepare a personal list of your assets and their approximate value. You can also put the names and addresses of your beneficiaries on this list. If you have selected direct beneficiaries on any of these assets to pass outside your Will, including POD accounts or joint accounts, please indicate that on your personal list of assets.

Since our staff goes home at 5pm to be with their families, document signing needs to take place prior to the staff leaving. The Will needs to be signed within 21 days of initial consult or additional fee will be charged. There is an additional \$50.00 charge for canceled, rescheduled, or missed Will signing appointments.

Very truly yours,

KENNETH A. VERCAMMEN

KAV/  
Enc : Draft of Will