

1	Preparation of Codicil	68	Home Information Pack
2	Estate Planning	69	Leasehold – Residential Purchase
3	Preparation of Deed of Variation - Beneficiary	70	Leasehold – Residential Sale
4	Preparation of Deed of Variation - Estate	71	Property Dispute – Pre-Litigation – Defendant
5	Letters of Administration	72	Property Dispute – Pre-Litigation – Disputant
6	Letters Probate	73	Grant of Easement – Grantor
7	Preparation of Medical Directive	74	Grant of Easement – Grantee
8	Preparation of Power of Attorney	75	Grant of Right-of-Way – Grantor
9	Preparation of Amendment to Trust Deed	76	Grant of Right-of-Way – Grantee
10	Preparation of Trust Deed	77	Release of Easement – Releasor
11	Preparation of Will	78	Release of Easement – Releasee
12	Preparation of Cohabitation Agreement	79	Release of Right-of-Way – Releasor
13	Preparation of Marriage Contract	80	Release of Right-of-Way – Releasee
14	Preparation of Marital Separation Agreement	81	Title Advice
15	Preparation of Civil Partnership Contract	82	Assignment of Lease by Tenant – Assignor
16	Preparation of Civil Partnership Separation Agreement	83	Assignment of Lease by Tenant – Assignee
17	Incorporation of Limited Liability Partnership	84	Assignment of Lease by Tenant – Consent by Landlord
18	Incorporation of Private Company	85	Assignment of Lease by Landlord – Assignor
19	Incorporation of Public Limited Company	86	Assignment of Lease by Landlord – Assignee
20	Acting as Registered Office for Company	87	Assignment of Lease by Landlord – Tenant’s Notice
21	Preparation of Members Agreement – LLP	88	Consolidation or Sub-Division of Shares
22	Preparation of Members Agreement – Member	89	Guarantee and Indemnity Agreement – Covenantor
23	Preparation of Shareholders Agreement – Company	90	Charity – Fundraising Advice
24	Preparation of Shareholders Agreement – Member	91	Charity – Commercial Participation Agreement
25	Preparation of Amending Agreement/Deed – General	92	Charity – Incorporation of Trading Subsidiary
26	Charity – Amendment to Memorandum & Articles – Company Limited by Guarantee	93	Charity – Advice on Trustees’ Duties
27	Amendment to Memorandum & Articles – Business Companies	94	Charity – Professional Fundraiser Agreement
28	Charity – Amendment to Constitution – Charitable Incorporated Organisation (CIO)	95	Preparation of Trust Tax Return
29	Charity – Amendment to Constitution – Trust Deed	96	Non-Resident Landlords
30	Charity – Amendment to Constitution – Unincorporated Association	97	Instructions to Counsel
31	Charity – Establishment of a Charitable Incorporated Organisation (CIO)	98	Instructions to Third Party Advisor
32	Establishment of Charity - Company Limited by Guarantee	99	Warranties and Indemnities on Sale of Business
33	Establishment of Charity – Trust	100	Non-Competition Agreement – Covenantor
34	Establishment of Charity – Unincorporated Association	101	Disputed Estate (Estate Side)
35	Preparation of Commercial Agreement – General	102	Estate Administration
36	Preparation of Partnership Deed	103	Disputed Estate – Claimant
37	Divorce Proceedings – Non-Contentious	104	Trust Management
38	Divorce Proceedings – Petitioner	105	Non-Party Appearances
39	Divorce Proceedings – Respondent	106	Highway Act Offences
40	Variation Order – Applicant	107	Summary Conviction
41	Variation Order – Respondent	108	Indictable Offence
42	Claim – Defendant	109	Personal – Debtor
43	Claim – Claimant	110	Personal – Creditor
44	Claim – Pre-Litigation	111	Company – Debtor
45	Arbitration – Defendant	112	Company – Creditor
46	Arbitration – Claimant	113	Partnership – Debtor
47	Cross-Claim – Claimant	114	Partnership – Creditor
48	Cross-Claim – Defendant	115	Partnership – Partner
49	Mediation – Defendant	116	Company Voluntary Arrangement – Debtor
50	Mediation – Claimant	117	Individual Voluntary Arrangement – Debtor
51	Third Party Claim – Claimant	118	Partnership Voluntary Arrangement – Debtor
52	Third Party Claim – Defendant	119	Litigation
53	Freehold – Residential Purchase	120	Agency Agreement
54	Freehold – Residential Sale	121	Distribution Agreement
55	Residential Mortgage – Borrower	122	Option Agreement – Optionor
56	Residential Mortgage – Lender	123	Option Agreement – Optionee
57	Discharge of Mortgage	124	Franchise Agreement – Franchisor
58	Leasehold – Commercial Purchase	125	Franchise Agreement – Franchisee
59	Leasehold – Commercial Sale	126	Consultancy Agreement
60	Freehold – Commercial Purchase	127	Management Services Agreement
61	Freehold – Commercial Sale	128	Preparation of Standard Terms and Conditions of Business
62	Commercial Lease – Landlord	129	Commercial – Debt Recovery
63	Commercial Lease – Tenant	130	Non-Competition Agreement – Benefiting Party
64	Residential Tenancy – Landlord	131	Non-Disclosure/Confidentiality Agreement – Discloser
65	Residential Tenancy – Tenant	132	Non-Disclosure/Confidentiality Agreement – Recipient
66	Assured Shorthold Tenancy – Landlord	133	Non-Disclosure/Confidentiality Agreement – Joint Obligations
67	Assured Shorthold Tenancy – Tenant	134	Purchase of Business – Assets
		135	Sale of Business – Assets
		136	Loan Arrangements – Borrower
		137	Loan Arrangements – Lender
		138	Receivables Finance (Factoring) – Assignor
		139	Receivables Finance (Factoring) – Factoring Agent

- 140 Consolidated to Memorandum & Articles of Association
- 141 Requisition for EGM
- 142 Amendment to Memorandum & Articles – New Share Class
- 143 Amendment to Memorandum & Articles – Variation of Share Rights
- 144 Advice on Directors’ Duties
- 145 Removal of Director
- 146 Company Secretarial Advice and Company Administration
- 147 Resolutions to be passed
- 148 Advice on Corporate Governance
- 149 Advice on Conduct of Business
- 150 Purchase of Business – Shares
- 151 Sale of Business – Shares
- 152 Preparation of Statutory Declaration/Affidavit
- 153 Preparation of Disclosure Letter on Sale of Business Assets
- 154 Preparation of Disclosure Letter on Sale of Shares in a Company
- 155 Warranties and Indemnities on Sale of Business – Employment
- 156 Warranties and Indemnities on Sale of Business – Pensions
- 157 Warranties and Indemnities on Sale of Business – Intellectual Property
- 158 Guarantee and Indemnity Agreement – Benefiting Party
- 159 Sale of Goodwill
- 160 Purchase of Goodwill
- 161 Joint Venture Agreement
- 162 Mediation
- 163 Tribunal Representation – Employer
- 164 Tribunal Representation – Employee
- 165 Standard Form Employment Contract
- 166 Standard Form Memorandum of Terms of Employment
- 167 Employee Handbook
- 168 Specific Contract – Employer
- 169 Specific Contract – Employee
- 170 Specific Memorandum of Terms – Employer
- 171 Specific Memorandum of Terms – Employee
- 172 Executive Contract – Employer
- 173 Executive Contract – Executive
- 174 Advice on Rights
- 175 Director Service Contract – Company
- 176 Director Service Contract – Director
- 177 Business – Investor
- 178 Business – Entrepreneur
- 179 Business – Highly Skilled Migrant
- 180 Indefinite Leave to Remain in the UK – Marriage
- 181 Indefinite Leave to Remain in the UK – Civil Partnership
- 182 Indefinite Leave to Remain in the UK – Proposed Marriage
- 183 Indefinite Leave to Remain in the UK – Proposed Civil Partnership
- 184 Indefinite Leave to Remain in the UK – Employment
- 185 Indefinite Leave to Remain in the UK – Lawful Residence
- 186 Indefinite Leave to Remain in the UK – Unlawful Residence
- 187 Indefinite Leave to Remain in the UK – Exempt Persons
- 188 Indefinite Leave to Remain in the UK – Dependent Relatives
- 189 Business – Post-Study Work
- 190 Business – Sponsored Skilled Workers
- 191 Business – Ministers of Religion
- 192 Business – Sports People
- 193 Student
- 194 Youth Mobility
- 195 Business – Permit-Free Employment
- 196 Temporary Religious Worker
- 197 Business – Business Visitor
- 198 Personal – Visitor
- 199 Visa Extension
- 200 Citizenship
- 201 Humanitarian Claims
- 202 Appeals
- 203 Terms and Conditions of Business
- 204 Client Instructs to Cease Acting
- 205 Withdrawal of Services
- 206 Fee Status on Agreed Fee
- 207 Fee Status on Estimated Fee
- 208 Fee Status on Maximum Fee
- 209 Change in Hourly Rate
- 210 File Closing Provisions
- 211 Right to Cancel Engagement