

51 Terms and Conditions of Business

**Private Client**

- 1 Preparation of Codicil
- 2 Estate Planning
- 3 Preparation of Deed of Variation – Beneficiary
- 4 Preparation of Deed of Variation – Estate
- 5 Letters of Administration
- 6 Letters Probate
- 7 Preparation of Medical Directive
- 8 Preparation of Power of Attorney
- 9 Preparation of Will

**Commercial**

- 39 Agency Agreement
- 40 Distribution Agreement
- 41 Non-Disclosure/Confidentiality Agreement – Discloser
- 42 Non-Disclosure/Confidentiality Agreement – Recipient
- 45 Purchase of Business – Shares
- 46 Sale of Business – Shares

**Corporate**

- 10 Incorporation of Limited Liability Partnership
- 11 Incorporation of Private Company
- 12 Preparation of Members Agreement – LLP
- 59 Preparation of Members Agreement – Member
- 13 Preparation of Shareholders Agreement – Company
- 60 Preparation of Shareholders Agreement – Member
- 14 Amendment to Memorandum & Articles – Business Companies
- 15 Preparation of Partnership Deed
- 43 Advice on Directors’ Duties
- 44 Removal of Director

**Disengagement / Ceasing to Act**

- 52 Client Instructs to Cease Acting
- 53 Withdrawal of Services

**Employment Law**

- 47 Tribunal Representation – Employer
- 48 Standard Form Employment Contract
- 49 Executive Contract – Employer
- 50 Director Service Contract – Company

**Family Law**

- 16 Divorce Proceedings – Non-Contentious
- 17 Divorce Proceedings – Petitioner
- 18 Divorce Proceedings – Respondent

**Insolvency**

- 36 Personal – Debtor
- 37 Company – Debtor
- 38 Partnership – Debtor

**Property**

- 19 Freehold – Residential Purchase
- 20 Freehold – Residential Sale
- 21 Residential Mortgage – Borrower
- 22 Residential Mortgage – Lender
- 23 Leasehold – Commercial Purchase
- 24 Leasehold – Commercial Sale
- 25 Freehold – Commercial Purchase
- 26 Freehold – Commercial Sale
- 27 Commercial Lease – Landlord
- 28 Commercial Lease – Tenant
- 29 Residential Tenancy – Landlord
- 30 Residential Tenancy – Tenant
- 31 Assured Shorthold Tenancy – Landlord
- 32 Assured Shorthold Tenancy – Tenant
- 33 Home Information Pack
- 34 Leasehold – Residential Purchase
- 35 Leasehold – Residential Sale

**File Administration**

- 55 Fee Status on Estimated Fee
- 56 Fee Status on Maximum Fee
- 54 Fee Status on Agreed Fee
- 57 Change in Hourly Rates
- 58 File Closing Provisions

***If you have any feedback or suggestions about Contract Engine, please email us at: [info@bizezia.com](mailto:info@bizezia.com) or call us on +44 (0)1444 884220.***