

## A confidential service

Estate Administration Services takes confidentiality very seriously. A Limited Company, we have full Professional Indemnity Insurance and are also registered with the Information Commissioners Office for Data Protection.

We operate from a secure location and all of our client data is stored on encrypted hard drives.



## Next steps

If you would like to discuss how EAS can help you or would like us to carry out an Initial Review for one of your clients, please call us on **01832 770007** or email **info@estateadminservices.co.uk**.

# Estate Administration Services



## Estate Administration Services

**T:** 01832 770007  
01832 733234

**M:** 07817 687574

**E:** info@estateadminservices.co.uk

It is important to note that EAS are not legal or financial advisors and we do not offer legal or financial advice. More information on our services and copies of our terms and conditions can be obtained from our website at [www.estateadminservices.co.uk](http://www.estateadminservices.co.uk).

Take the strain out of probate  
and estate administration



[www.estateadminservices.co.uk](http://www.estateadminservices.co.uk)

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## Estate Administration and more

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EAS offers a flexible pre-probate administration service to small firms of Solicitors, Court Appointed Deputies, Care Homes and Independent Financial Advisors.

We also work with members of the public who have recently been bereaved or who are taking on the responsibility of managing the affairs of a loved one.

**So, how can we help you?**



## Pre-Probate Administration

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We can also assist with pre-probate administration by contacting relevant institutions, recording your client's death and obtaining confirmation of investments, shareholdings and account balances.

You get the updated spreadsheet and documents back so you can progress the IHT/Probate process more quickly.



[www.estateadminservices.co.uk](http://www.estateadminservices.co.uk)

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## Referring clients to Professionals

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We also work directly with members of the public to help them sort out paperwork when they are either recently bereaved or taking over management of a loved one's affairs because of illness or mental incapacity.

Our Initial Review service, which outlines the scale of a person's assets, always includes referrals to professionals we already work with. The trust we build with our professional clients helps us refer our private clients for more detailed legal or financial services with confidence.



## Collection, Collation and Scheduling

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How much easier would your job be if a client's financial and property paperwork were presented on a simple spreadsheet, giving an initial indication of the size of the estate? The collation and scheduling process is time consuming and by outsourcing this part of the process to EAS, our professional clients can focus on fee earning activities more efficiently.

It is also an invaluable service for Court Appointed Deputies, Care Homes and Independent Financial Advisors working with clients who lack mental capacity to manage their own affairs.