

**RG Solicitors**

10 Back Road  
Sidcup  
Kent  
DA14 6HA



**Solicitor Instruction Form – Sale of property up to £500,000**

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Agency & contact name:

Client name(s):

Correspondence address:

Sale address:

*(if different from correspondence address above)*

Sale price

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Legal fee	£450.00 plus other costs – see below
Insurance indemnity fee	£75.00
Fax, postage, phone calls, data storage fee	£25.00
VAT at 15%	£82.50
Land charges search	£10.00
Bank transfer fee	£23.50 (this cost may vary depending on the banks used)
Official copy entries	£12.00

If you are paying back a mortgage, then a mortgage redemption fee of £75.00 plus VAT will be charged.

If, for whatever reason, your solicitor does not progress your file through to completion, you are only charged our file opening fee of £250.00 plus VAT which is **incorporated** into the above quote of £450.00 plus VAT. The file opening fee is held on your RG Solicitors account. We will transfer that to a new file for you so that you do not have to pay it again. The file opening fee is non-refundable.

RG Solicitors provides conveyancing clients with a **FREE will for life service**. You will be given your free Will information directly from your solicitor.

I hereby instruct RG Solicitors to open my file for the sale of the above property and authorise payment of the file opening fee of £250 + VAT to be debited from my payment card. In providing your card payment details below you are authorising RG Solicitors to take payment for legal services which will commence immediately. The deposit payment you are making is non-refundable but if your transaction does not proceed to completion your deposit is held on account and transferred to a new file for you. You are not charged any fees for files which do not proceed to completion.

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Signed

Printed

Date

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Card number    \_ \_ \_ \_ \_ / \_ \_ \_ \_ \_ / \_ \_ \_ \_ \_ / \_ \_ \_ \_    Expiry date    \_ \_ / \_ \_

Security code    \_ \_ \_            Issue No. (Maestro/Switch)    \_ \_

Please note: that card details will be destroyed as soon as payment has been taken.