

# document storage



- The National Will Archive is a dedicated storage facility for Wills, LPAs and other related legal documents available exclusively to members of The Society of Will Writers and their clients
- There are currently over 150,000 documents in store
- All documents undergo a validity check and are scanned and databased for added security
- Offering document storage to your clients can provide you with an additional income
- Enhance your storage offering by registering your clients Wills with The National Will Register - see [www.nationalwillregister.co.uk/society-of-will-writers-sww](http://www.nationalwillregister.co.uk/society-of-will-writers-sww) for more information

## New and Improved Storage Service

We've been providing a storage solution to members of The Society of Will Writers for over 20 years, and we've now made it even easier to store your client's documents with us by introducing our **We Store For You** service and **Lifetime Storage** packages.

When storing your documents with us, we check, scan and database them, before providing your clients with a certificate of safe storage and 2 executor retrieval cards.

### We Store For You

With this service your client sends their documents straight to us, we take payment direct from them and pay you an annual commission for each client who stores with us.

### Lifetime Storage

Our lifetime storage option provides all the same storage benefits, and is for those who want a simple one-off payment to keep the document in store for as long as is needed.

## Annual Storage

Our annual storage option is suited to those looking for more flexibility in the amount of time a document spends in store, paying only for each year that the documents are with us.

### Who can retrieve the Will and how?

Either you or the client can retrieve the Will at any time. If the client requests the Will we will need either the signed retrieval form or a letter from them for security reasons. If the retrieval is due to a death we will also need a copy of the death certificate from the Executor which will be kept on file. Please see our retrieval charges for more information.

### Property Deed Retrieval

The 'old style' traditional deeds are always sent by Royal Mail Special Delivery and we will invoice the client directly if the deeds have been requested for any reason other than death.



## The National Will Register

Since 2017 we've been automatically registering Wills stored with us with The National Will Register, and now including those Wills in our store, they currently have the location of over 10 million Wills registered.

# storage and retrieval fees

## Document Storage

- The documents submitted for storage will be checked for validity, including testator's signature, date and witnesses and ensuring the witnesses are not named beneficiaries under the will.
- LPAs will be checked for validity to ensure all the relevant sections have been completed correctly and that it has been executed in the correct manner.
- Annual payments are for the life of the client and are non-transferable.

**£10 annual**  
**£30 WSFY**  
**£60 lifetime**

## Retrieval Charge

- This charge applies per person to any documents retrieved from our store (includes documents found to have errors through the validity check). All documents are sent via Royal Mail Signed For or Special Delivery (max 500g). Heavier documents, Property Deeds and mass retrievals are subject to a separate fee - see below.

**£5.00**  
**signed for**  
**£12.00**  
**special**

## Other Retrievals

- Documents heavier than 500g will be sent by courier.
- All property Deeds are sent by Special Delivery and can either be returned to the client or the member.
- If all documents in store are returned at once either a courier or collection can be arranged.

**price upon**  
**request**

## Executor Cards Additional/Replacement

- Two cards are supplied as standard and additional executor cards can be purchased at an additional cost; these can be purchased at a later date if necessary.

**£3.00**  
**per card**

## Scanned Document Copy

- Upon request we can provide a scanned copy of any document or client file that we hold in store.

**£5.00**  
**per file**

All prices inclusive of VAT. Terms and conditions apply. Please see our website for full details.

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