

Reciprocal Will – Husband and Wife Full Service Order Form

This Will is a Reciprocal Will, which means that the terms of the Will will be identical for both the Husband and Wife, except for Specific Bequests, which are differentiated.

This Will allows for a limited range of beneficiaries. Should the options in this order form not meet your requirements, please contact Topdocs to discuss your needs in further detail.

Please note that Australian Law now permits partners (both mixed sex and same sex) to be treated on the same basis as married couples. However, for ease of reference, we will refer to “husband”, “wife” and “spouse”

What you are required to do to order your Document:

1. Complete this order form.
2. Mail, fax or email this form to Topdocs –
Address: Ground Floor, Suite 4 / 24 Albert Road South Melbourne Vic 3205; Fax: (03) 98256 0108; Email: orders@topdocs.com.au

SECTION A (I): PERSON / ADVISOR ORDERING DETAILS

YOUR NAME		Signature	
YOUR COMPANY NAME			
YOUR POSTAL ADDRESS			
DATE OF ORDER	/ /	Your Ref.	
Phone		Fax	Email

SECTION A (II): PAYMENT DETAILS

Enclosed is Payment for the sum of \$

Direct Debit*
 Visa Card
 MasterCard
 Cheque

Card Holder Name			
Credit Card Number	- - -		
Expiry Date	/	Authorised Card Signature	

*To pay by Direct Debit you must have a current Direct Debit arrangement with Topdocs Pty Ltd.
If you would like to arrange for Direct Debit for future purchases please contact Topdocs Pty Ltd on 1300 65 92 42.

SECTION B: HUSBAND & WIFE DETAILS

Is this a same sex relationship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the partners married?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, how long has the relationship been in existence?	Years	
Are there any children of the relationship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Husband Details	
Name	
Address	
Occupation	

Wife Details	
Name	
Address	
Occupation	

SECTION C: EXECUTORS OF THE WILL

Will your spouse be the sole executor of your Will?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, please nominate up to four Executor/s of your Will. You must nominate at least one Executor.

Executor 1	
Name	
Address	
Relationship to the Will Maker	
Occupation	

Executor 2	
Name	
Address	
Relationship to the Will Maker	
Occupation	

Executor 3	
Name	
Address	
Relationship to the Will Maker	
Occupation	

Executor 4	
Name	
Address	
Relationship to the Will Maker	
Occupation	

SECTION D: SUBSTITUTE EXECUTORS

Should all of the Executors of your Will predecease you, please nominate up to four Substitute Executors. Note the Substitute Executors will only become the Executors of your Estate should all of your initial Executors predecease you and all of your Substitute Executors will act jointly should this occur.

Substitute Executor 1	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Substitute Executor 2	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Substitute Executor 3	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Substitute Executor 4	
Name	
Address	
Relationship to the Will Maker	
Occupation	

SECTION E: RESIDUARY ESTATE

Your Residuary Estate is your Estate after expenses and Specific Bequests have been paid.

Please nominate the persons or entities in the first instance that you wish to leave your Residuary Estate to:	
<input type="checkbox"/>	I wish to leave my Residuary Estate to my Spouse; or
<input type="checkbox"/>	I wish to leave my Residuary Estate to my children in equal shares

SECTION F: GIFT OVER

Should the person or persons you nominate to receive your Residuary Estate predecease you, please nominate the person or persons you wish to take their place.

Complete EITHER Option 1 or Option 2.

Option 1

If you have left your Residuary Estate to your Spouse, you can gift over your estate to:	
<input type="checkbox"/>	Your children in equal shares, and should one or more of your children predecease you, then that child's benefit will be shared equally amongst your surviving children; or
<input type="checkbox"/>	Your children in equal shares, and should one or more of your children predecease you, then that child's benefit will be shared equally between their surviving children; or
<input type="checkbox"/>	Your children in equal shares, and should one or more of your children predecease you, then that child's benefit will be distributed to that deceased child's Estate, to be distributed according to that deceased child's Will or by intestacy.

Option 2

If you have left your Residuary Estate to your children in equal shares, you can gift over your Estate to:	
<input type="checkbox"/>	Your surviving children in equal shares, should one or more of your children predecease you; or
<input type="checkbox"/>	The Estate of any child that predeceases you, to be dealt with as per their own will; or
<input type="checkbox"/>	The children of the deceased child in equal shares.

SECTION G: GUARDIANS

If you would like to nominate a Guardian or Guardians in relation to your children (if one or more are under 18 at the time of your death) please complete this section.

Guardian 1	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Guardian 2	
Name	
Address	
Relationship to the Will Maker	
Occupation	

SECTION H: INSTRUCTIONS FOR BURIAL OR CREMATION / OR ORGAN DONATION

I wish to be:		
<input type="checkbox"/>	Buried	
Special Instructions:		
<input type="checkbox"/>	Cremated	
Special Instructions:		
I wish to be an organ donor	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION I: SPECIFIC BEQUESTS

If you would like to bequest specific assets to particular people or entities, please record the details of your specific bequests in this section. Otherwise leave this section blank.

HUSBAND – SPECIFIC BEQUESTS	
Specific Bequest 1	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Specific Bequests	
Specific Bequest 2	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Specific Bequests	
Specific Bequest 3	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Specific Bequests	

Specific Bequest 4	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Specific Bequests	

Specific Bequest 5	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Specific Bequests	

WIFE – SPECIFIC BEQUESTS	
Specific Bequest 1	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Specific Bequests	
Specific Bequest 2	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Specific Bequests	
Specific Bequest 3	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Specific Bequests	

Specific Bequest 4	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Specific Bequests	
Specific Bequest 5	
Name	
Address	
Relationship to the Will Maker	
Occupation	
Specific Bequests	