Sample Trust & Estate Planning Support Agreement

Family Wealth & Legacy Planning - Education, Organization, and Administrative Support

SAMPLE AGREEMENT. This document is a customizable starting point, not legal advice. It does not create a client relationship and should not be signed until every blank is completed and the terms are adapted to the engagement and applicable jurisdiction. Contract and non-refundable-deposit rules vary by state.

Effective date	____________________________
Client legal name	____
Client address	____
Client email / phone	____

1. Parties and purpose

This Service Agreement is between Legacy-AI Consulting LLC (Provider) and the Client identified above. It states the general terms for the selected service. A signed proposal, statement of work, or addendum may supplement this Agreement; the most recently signed term controls the specific matter it addresses.

2. Scope of services

• Estate-planning education, legacy-goal discovery, asset and important-record inventory, and family-continuity organization.

• Information organization, administrative support, and coordination with licensed professionals.

• Document preparation only where legally permitted and as specifically defined in the Client's engagement agreement, plus applicable execution, notarization, and trust-funding information checklists.

3. Excluded services and professional boundaries

• Legal or tax advice, legal representation, or a determination that any document is legally sufficient or appropriate for the Client's jurisdiction or circumstances.

• Attorney review, notarization, witnessing, probate, litigation, recording, title work, asset-transfer execution, court services, or third-party professional services unless expressly added in writing.

• Any guarantee that a plan will be valid, enforceable, funded, accepted, tax effective, or sufficient.

4. Fees, deposit, and payment

The full engagement fee is $1,250. The $125 initial consultation is due when scheduled and is credited toward the engagement fee when services are retained. A total 50% non-refundable deposit of $625 is required before work begins. After the consultation credit, $500 remains due to complete the deposit. The deposit is applied to the engagement fee and is non-refundable except as required by law or a signed agreement. The final $625 balance is due upon completion and before final documents are delivered.

Attorney, notary, witness, recording, filing, institution, tax, appraisal, insurance, and other third-party costs are separate.

5. Client responsibilities

Client will provide accurate and timely information; review names, addresses, ownership, beneficiary, and other instructions; make all legal, tax, financial, and business decisions; obtain licensed professional advice when appropriate; pay fees when due; and promptly disclose material changes. Government, filing, professional, and third-party charges are separate unless expressly included in writing.

6. Timing, changes, and third parties

Schedules are estimates unless expressly guaranteed in writing. Provider is not responsible for delays caused by Client, government agencies, financial institutions, licensed professionals, technology providers, or other third parties. Material scope changes, additional revisions, and expedited work may require a signed change order, revised timeline, and additional fee.

7. Service-specific terms

Provider is not a law firm and does not create an attorney-client relationship. Estate-planning education, information organization, administrative support, and coordination with licensed professionals are offered within the written scope. Document preparation is offered only where legally permitted and as specifically defined in the Client's engagement agreement. Documents are not represented as attorney-reviewed unless a licensed attorney separately reviews them. A notary verifies identity and signatures and performs the applicable notarial act; notarization alone does not determine legal sufficiency or fund a trust. Client is responsible for accurate instructions, proper execution, beneficiary decisions, title and asset transfers, trust funding, and obtaining licensed professional advice when needed.

8. Confidentiality and information handling

Each party will use reasonable care with nonpublic information. Provider may use contractors and service providers when reasonably necessary and will limit disclosures to the intended purpose. Client should not send passwords, full financial-account credentials, original estate documents, or highly sensitive information through ordinary email unless Provider supplies an appropriate secure method.

9. Cancellation and termination

Either party may terminate by written notice. Client remains responsible for the non-refundable deposit, completed work, approved third-party charges, government fees, and other amounts earned or committed through termination. If applicable law requires a refund or amounts paid exceed the amount properly retained, Provider will return the required excess. Provider may suspend work for nonpayment, missing information, unlawful instructions, abusive conduct, or a conflict with professional boundaries.

10. No guarantee and limitations

Provider does not guarantee a filing, approval, funding, legal, tax, financial, business, asset-protection, or family outcome. To the extent permitted by law, neither party is liable for indirect, special, incidental, exemplary, or consequential damages. This provision does not limit obligations or liability that cannot legally be limited.

11. Governing law and disputes

The parties will first attempt in good faith to resolve a dispute through written notice and an informal conference. Governing state: ____________________. County or venue: ____________________. Any mediation, arbitration, court, or attorney-fee requirement must be stated in a signed addendum.

12. General terms

This Agreement and signed attachments are the entire agreement concerning the engagement. Amendments must be in a writing accepted by both parties. If a provision is unenforceable, the remaining terms continue. Electronic records and signatures may be used to the extent permitted by applicable law.

13. Acknowledgment and signatures

By signing, each party states that it has read the Agreement, had the opportunity to ask questions and seek independent advice, and agrees to its terms. No work begins until Provider accepts the signed Agreement and receives the required initial payment.

LEGACY-AI CONSULTING LLC	**CLIENT**
By: ________________________	By: ________________________
Richard E. Floyd, Jr.	Name: _____________________
Date: ______________________	Date: ______________________