

## ESTATE ADMINISTRATION MANUAL

RE: The Estate of

1. L.S. Pascoe Memorandum
  1. Administration of Estates
  2. New Client Memorandum
  3. L.S.Pascoe Resume
  4. Fee Schedule in Administration of Estates
  5. Client Questionnaire
  
2. Estate Fees and Task Assignments
  
3. Letters from L.S. Pascoe to Client  
  

Date
  
  
  
  
  
  
  
  
  
  
4. Copies of Other Important Correspondence  
  

<u>Date</u>	<u>From Whom</u>	<u>To Whom</u>
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5. Copy of Will, Certificate of Appointment of Estate Trustee, Court Documents  
  

<u>Date</u>	<u>Nature of Document</u>
	Will
  
  
  
  
  
  
  
  
  
  
6. Estate Bank Account
  
  
  
  
  
  
  
  
  
  
7. Executor's Accounts
  
  
  
  
  
  
  
  
  
  
8. Income Tax
  
  
  
  
  
  
  
  
  
  
9. L.S. Pascoe Articles
  
  
  
  
  
  
  
  
  
  
10. Notes/Checklists/To Do List