

YOUR INVISIBLE BACK OFFICE

The Will Drafting Factory

You sell. You advise. You move on.
We handle everything that happens next.

TD Software Services · For estate planning professionals using Will Writer Pro

THE REAL COST OF YOUR OWN ADMINISTRATION

The appointment is only the beginning

After the appointment	Time	Billable?
Type up notes and instructions	20 min	No
Data entry into drafting software	15 min	No
Generate and check documents	15 min	No
Emails, client queries, amendments	60 min	No
Print, bind, pack, post office run	30–45 min	No
Total per client matter	~2.5 hours	0%

AT JUST 8 MATTERS A MONTH — 2 APPOINTMENTS A WEEK

20 hours

of unpaid administration. Two and a half working days,
every single month, spent on tasks that earn nothing.

What could you do with another 20 hours every month?



Meet three or
four more clients



More evenings
with your family



Finish at 5pm
instead of 9pm



A proper holiday,
work left behind



Grow the
business, not
service it

Administration doesn't grow a business. Meeting clients does.

The obvious answer: hire someone

Part-time administrator, 20 hrs/week	Per year
Gross salary (£12.71/hr × 20 hrs × 52 weeks)	£13,219
Employer National Insurance*	£0
Auto-enrolment pension (3%)	£209
Recruitment and advertising	£400
Training and onboarding	£600
Sickness cover and absence	£400
Total true annual cost	£14,828

THAT'S

£1,236

a month

Before supervision, holiday cover and the risk they leave after six months.

National Living Wage 2026/27. Salary includes paid holiday. *Employer NI of about £1,233 is usually covered in full by the Employment Allowance.

Imagine walking back to your car...

Today

- Type notes · 20 min
- Data entry · 15 min
- Generate documents · 15 min
- Emails and amendments · 60 min
- Print, pack, post office · 30–45 min

~20 hours of admin a month

With the Factory

- Photograph your notes or upload your fact-find: 2 minutes
- Drive straight to your next appointment
- While you advise your next client, we produce the last one's documents

~16 minutes of admin a month

WHAT WE ARE, AND WHAT WE AREN'T

We're not legal advisers. That's the point.

We never give legal advice or discuss the substance of instructions with your clients. We're skilled operators who know Will Writer Pro inside out: every field completed accurately, every document checked before it leaves.

Your advice stays yours

Your clients stay yours

**Your reputation stays
yours**

Your brand stays yours

"If something isn't clear, we ask. We never guess."

Three levels of support

Foundation

£30

per matter, exc. VAT

- Data entry into Will Writer Pro
- Wills, LPAs and supporting documents generated
- Checked before delivery
- 2 amendment rounds included

Assisted

£60

per matter, exc. VAT

- Everything in Foundation
- We contact the client to verify spellings and draft details
- Via the platform and directly

Managed

£90

per matter, exc. VAT

- Everything in Assisted
- Print, binding, Sign Here markers
- Royal Mail Tracked 24, email and SMS alerts
- Covering letter in your name
- Will/LPA registration follow-up
- Returned documents scanned and uploaded

All three: 2 working-day turnaround as standard.

No subscriptions.
No retainers.
No minimums.

Pay only for the work you ask us to do. Nothing more.

Optional extras	Fee
Priority: 1 working day	+£30
Extra amendment round (beyond 2)	£30
Extra postage, e.g. to the OPG	At cost

All fees exclude VAT. Priority is subject to capacity. Annual fee reviews are capped at CPI + 3 percentage points.

What it costs at 8 matters a month

Do it yourself

£0

But ~20 hours of your time,
and it grows as you get
busier

Part-time employee

£1,236

A fixed cost, however quiet
the month, plus sick days
and holiday cover

Foundation

£240

Documents done for you;
you keep client contact and
posting

Managed

£720

Everything done; ~16
minutes of your time. £516
a month less than an
employee

Monthly, exc. VAT. Pay per matter, so the cost rises and falls with your caseload.

FOR MANY CONSULTANTS

One extra appointment a month covers the Foundation Service.

Everything after that is extra capacity, and extra profit.

HOW IT WORKS

Work the way you already work



Web form in your portal

Fastest turnaround. No surcharge.



PDF fact-find

Upload your completed form. No surcharge.



Handwritten notes

Scanned or photographed.
Small handling fee.



Voice note

Record it in the car. We transcribe it, operator-verified.

We don't expect you to change your process. **We adapt to it.**

Submission to delivery in four steps

1

Submit

Instructions arrive via your portal, in any format.

You · 2 minutes after the appointment

2

Intake

We check for completeness. Gaps are flagged in your portal, no phone calls.

Factory · within 4 hours

3

Produce

Documents generated and quality-checked.

Factory · within 2 working days of complete instructions

4

Deliver

Download, review and send, or we post direct to your client under your name.

You or Factory · per your service level

Need it faster? Priority 1 working-day turnaround is available for +£30, subject to capacity.

Your portal: simple, transparent, fully audited



Submit jobs and track their status in real time



Every clarification thread stored against the matter



Full job history for when a client returns years later



Your branding: upload it once, applied to every document

READY WHEN YOU ARE

Try it before you decide

Trusting someone with your clients is a big decision. Submit a matter, review the output, then decide.

1 Register your account: 5 minutes, no commitment

2 Upload your branding: once only

3 Submit your first instruction, in any format

4 Receive your documents within 2 working days

5 Send to your client under your name, and move on

THE WILL DRAFTING FACTORY

You stay in front of clients.
We stay behind the scenes.

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hello@willdraftingfactory.co.uk · Questions?