

SAMPLE

CUSTOMER
INFORMATION
SHEET

DATE PAID		DATE LETTERS GRANTED/ FILED	
ESTATE OF:		Mary Leigh Doe	
DOMICILE:	Street & Number	City - State	ZIP
	321 N. Bay Rd.	Dover, DE	19901
DATE OF DEATH		SOCIAL SECURITY #	
11/27/2024			
DATE OF WILL		# OF PAGES	Self-Proven Will
12/12/2012 (or N/A if no will)		6	
EXEC. OR ADMN:		Home #	Cell #
Name of Executor or Administrator			302-123-4567
ADDRESS:		Full Address: ex. 12345 Legislative Ave., Dover, DE 19901	
EMAIL		Your email address: ex. executor1@gmail.com	
EXEC. OR ADMN:		Home #	Cell #
Leave blank unless 2 Executors/Administrators			
ADDRESS:			
EMAIL			
APPROX. VALUE OF PERSONAL PROPERTY:		\$ 31,000	
Bank acct., vehicle, mobile home, etc			
APPROX. VALUE OF REAL ESTATE: SOLELY OWNED		\$ 234,000 **DO NOT FILL IN FEES BELOW**	
SHORT CERTIFICATES:		PETITION (\$5.00 EACH /2 or more \$10.00)	
How many do you want? (2) is normally enough.			
PUBLICATION:		INVENTORY FEE (\$15.00)	
Delaware State News \$35.00			
ATTY:	LEAVE BLANK UNLESS YOU	PH#	LETTERS (solely owned assets only) (See Fee Schedule)
		HIRED AN ATTORNEY	
ADDRESS:	TO PROBATE THE ESTATE ON YOUR BEHALF		SHORT CERTIFICATES (\$5.00 each)
			ORDER OF PUB. /REG ORDER (\$7 .00)
NEXT OF KIN: (Name) (Address) (Relationship)			RENUNCIATIONS (\$3.00 each)
Nancy Doe, Daughter			COPY/RECORD WILL (\$2.00 Per Page)
123 S. Bay Rd., Dover, DE 19904			WITNESS (\$5.00)
(You need to list deceased next of kin & their children)			DEATH CERTIFICATE (\$1.00)
Oscar Doe, Son, Deceased			POWER OF ATTORNEY (\$2.00 each))
Pierre Doe, Grandson			RULE 190 (\$5 Per Rep.)
456 S. Bay Rd., Dover, DE 19904			MISC. LETTERS (\$2.00 per page)
Quentin Doe, Grandson			REVOKE LETTERS (\$10)
789 S. Bay Rd., Dover, DE 19904			WILL SEARCH OR TRUST INQUIRY (1.00)
			NO DE ESTATE TAX AFFIDAVIT (\$10)
Reece Doe, Son			RECORDING AND INDEXING (\$20.00) DUE AT OPENING
1011 N. Bay Rd., Dover, DE			ADVERTISING (\$35.00)
			ORDER AND DECREE (WILLS ONLY) (\$2)
IF HANDWRITING, PLEASE DO NOT SQUEEZE ALL INFO ONTO ONE LINE, USE A 2ND PAGE IF NECESSARY			Total