

**Paul Craddock Consultancy Ltd, Questioned Document Examiners**

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**Thank you for your enquiry. We hope this guide will answer your questions and advise you what to do next.**

**FREE INITIAL CONSULTATION/ASSESSMENT**

When we receive your documents we will make a *free* initial assessment to ascertain if we have sufficient and suitable material to work with. If we believe that the material is suitable to work with and there is sufficient material available, we will log your report in for completion in a period of up to approximately 3 weeks. If there is no cheque enclosed and/or you are paying by card, at this stage we will call you to take payment. If we are unable to proceed and/or you are unable to provide us with additional suitable materials or documents, no charge will be made and any original documents will be returned.

No actual opinion will be given at this initial stage other than there is or is not sufficient material to work with.

We are only able to express an opinion after spending time examining your documents. When we agree to give a report, no opinion has been expressed other than we may be able to express an opinion after an examination. Opinions after examinations can range from inconclusive to conclusive.

**What you need to do now**

You will need to send your questioned or forged documents or signatures with the documents or specimens for comparison. You will also need to send an accompanying letter or email with your instructions/requirements clearly indicating the questioned and genuine documents or signatures. If you do not have any original documents you are welcome to scan and email but please describe and label each document in your e-mail. Our email address is: [mail@handwritingexpert.org.uk](mailto:mail@handwritingexpert.org.uk)

If you are posting, you can include a cheque in the envelope payable to: Paul Craddock Consultancy Ltd **or** after we have received your documents and confirmed that they are suitable for examination we can phone you and take payment by card for the agreed amount if that is your preferred payment method. We also accept

payments by on line banking (BACS). If you prefer this method we will send you a pro forma invoice with our account details.

We strongly recommend that, if sending original documents, you send your mail by Royal Mail Special Delivery, remembering to write your name and address on the back of the envelope; see our address above. Your report will then be posted back to you, with your documents, in the same way, depending on our current workload and the complexity of the case, normally within 3 weeks.

### Sending by email

If you are sending your documents electronically by email we would ask that you please scan your documents using a scanner rather than taking photographs with a mobile phone. This is necessary to maintain focus, light quality and image quality for examination. In the event that you have no alternative but to use a camera, please position the camera **directly above** the item you are photographing making sure the lighting level is even and adequate with the camera in focus. Please take a picture of the whole document if possible.

Please attach your electronic documents to your email as a PDF or a picture file such as a JPEG file. Please do **not** embed your files into the body of your email.

**Please note: Original documents, if available, are always preferable.**

### Types of report given

For ethical reasons we only provide written reports. There are two types of written reports. The first is in the form of a **letter** which we call a letter of opinion or preliminary report. The second is in the form of a **full court report** which contains *more detail, reasons for our opinion and is much more comprehensive than a letter*. This report complies with the Civil Procedure Rules (CPR 35) and is suitable for use in court. You may upgrade from one report to another by paying the difference between the lower and higher priced report as long as we are not examining additional documents.

**Please note: All reports and court attendance must be paid for in advance. We are able to accept card payments over the phone, online bank transfers and cheques.**

The fees below are for comparing one questioned signature with known signatures. If you have more than one questioned signature or we are examining pages of handwriting, the amount of time we will have to spend on your case will increase, so we will have to increase our fees accordingly. We will advise you of the total cost before proceeding.

## Fees

- Initial Consultation by e-mail or phone: **FREE**
- Letter of Opinion/Preliminary Report on signatures: From **£240.00**
- Letter of Opinion/Preliminary Report on Handwriting: From **£289.00**
- Full Written Report for Court. **Single** instruction: From **£630.00**
- Full Written Report for Court. **Joint** instruction: From **£730.00**
- When we are unable to quote a fixed price, the hourly rate is **£105.00**
- 48 hour turnaround where possible (excluding weekends): Double normal fee
- Court attendance **£630.00** per day plus expenses
- Retainer (non refundable) when booking court attendance: **£200.00**

## **KNOWN SIGNATURES OR HANDWRITING FOR COMPARISON**

### ***How many known signatures or how much known handwriting for comparison do you need to provide?***

Ideally, the average amount of known signatures would be twenty to twenty-five signatures and/or four to five pages of handwriting; preferably written at different times. However, due to the practicalities involved, in practice, we often only receive about half of that number to work with. Each case is different, but as a guideline; 6 signatures would be the minimum for a letter of opinion and 12 for a full report. It is in your interest to supply us with as many known signatures and/or as much known handwriting for comparison as possible.

### **Suggested sources of known signatures and handwriting for comparison with questioned or disputed items**

**Please note: Handwriting should be compared with handwriting and signatures should be compared with signatures.**

1. Account Books
2. Affidavits
3. Assignments
4. Autographs
5. Bank Deposit Slips
6. Bank Safe Deposit Entry Slips
7. Bank Savings Withdrawal Slips
8. Bank Signature Cards
9. Bank Statements
10. Bills of Sale
11. Bonds
12. Books: Signatures of Owners

13. Business Licence Applications
14. Charity Pledges
15. Cheque Book Stubs
16. Cheques, including Endorsements
17. Church Pledges
18. Convention Registrations
19. Contracts
20. Cooking Recipes
21. Corporation and Company Papers
22. College or University Papers
23. Criminal Records
24. Credit Applications
25. Credit Cards & Charge Slips
26. Dentists' Records
27. Deeds
28. Deeds of Trust
29. Depositions
30. Diaries
31. Divorce Papers
32. Drafts
33. Car or Van Hire Applications
34. Drivers' Licences & Applications
35. Druggists' Poison Registers
36. Employment Applications
37. Envelopes & Addresses
38. Fishing Licences
39. Funeral Attendance Registers
40. Gas or Electric Service Applications
41. Gate Records at Secure Facilities
42. Greeting Cards
43. Hospital Papers
44. Hotel & B&B Guest Registers
45. Identification Papers
46. Inventories
47. Leases
48. Letters: Personal & Business
49. Library Card Applications
50. Electricity Company Applications
51. Life Insurance Papers
52. Loan Papers
53. Mail Orders
54. Manuscripts
55. Marriage Licence Papers
56. Membership Cards: Social, Occupation
57. Memoranda of all kinds
58. Motor Insurance Documents
59. Military Papers
60. Mortgage Papers
61. National Health Service Documents
62. Newspaper & Magazine Subscriptions

63. Occupational Writing
64. Package Receipts
65. Parents' Signatures on Report Cards
66. Partnership Papers
67. Passports
68. Pawn Tickets
69. Payroll Receipts
70. Pension Applications
71. Permit Applications
72. Petitions, Referenda, etc.
73. Photograph Albums
74. Pleadings: Civil and Criminal
75. Postal Cards
76. Probate Court Papers
77. Promissory Notes
78. Prescriptions from a Doctor
79. Property Damage Reports
80. Receipts for Rent
81. Registered Mail Return Receipts
82. Releases
83. Rental Contracts for Equipment
84. Reports
85. Sales Slips
86. School & College Papers
87. Social Security Cards & Papers
88. Sport & Game Score Cards
89. Stock Certificates, Endorsements
90. Surety Bonds Applications
91. Tax Returns and Estimates
92. Telephone Service Applications
93. Time Sheets
94. Traffic Tickets and Fines
95. Voting Registration Records
96. Vehicle /Motor Registration Documents
97. Veterinary Records
98. Water & Sewage Company Service Applications
99. Wills

Further information can be found on our web site at: [www.handwritingexpert.org.uk](http://www.handwritingexpert.org.uk)

Please note: In most cases there is a small risk that after time spent on examination our opinion could be inconclusive.