



Allwright Bourke
LAWYERS & CONVEYANCING



www.allwrightbourke.com.au



Allwright Bourke



Thank you for choosing us to help you. We feel privileged that you trust us with the most important matters and transactions in your life.

We became Lawyers & Conveyancers because we wanted to help people. We like helping people and have made it our business to solve problems and guide you through difficult legal issues and processes.

We created this info pack to explain how we do business and tell you a little bit more about Allwright Bourke and what we offer.

We started as a small business in regional NSW and over time we have organically grown. Today we service client's all over NSW.

Despite our growth, we have maintained our authentic and personal approach to law. We care about all our client's, thier families and businesses. We aim to be here to help you with all the highs and lows that life throws at you.

Our business has only been able to grow due the relationships we build with our clients and our reputation of excellence.

We hope you to help you and look forward to getting to know you, your family and your business.

S. Hughes & J. Bourke
Stephanie Hughes Jessica Bourke
Director Director

www.allwrightbourke.com.au



CONTACT US

Allwright Bourke



admin@allwrightbourke.com.au



1300 22 5297

1300 AB LAWS

Our office hours are 9.00am to 5.00pm Monday to Friday.

Urgent questions or issues

The best way to contact us with urgent issues or questions is via telephone.

Non-urgent questions or issues

If your enquiry does not require a "same day" response or action, our preferred contact method is email.

You can book appointments online and do intake forms at home. Head to our website to book an appointment and start an intake form.

Communication & Meetings:

We will communicate primarily by email.

We primarily do our appointments via video. Most of our practice areas can be run entirely electronically, meaning that you do not need to attend our office to sign documents or complete most of your transactions.

We also offer in person appointments at our main locations, if you would prefer to attend our offices and meet face to face.



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Conveyancing

Residential
Sales & Purchases

Changes of Tenancy
or name on title

Business & Commercial
Sales & Purchases

Family Law &
Intergenerational
Transfers

Rural & Water
Sales & Purchases

Mortgage /Guarantor
Advices

Leases

Commercial

Debt Recovery over \$50K

Commercial Transactions
& Agreements



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Wills & Estates

Estate Dispute & Family
Provision Claims

Simple & Complex Wills/
Powers of Attorney
Enduring Guardians

Personal & Business
Succession Planning &
Asset protection

Probate & Letters of
Administration

Family Law

Parenting

Binding Financial
Agreements (prenups &
postnups)

Property / Financial

Independent Children's
Lawyers

Divorce

Binding Child Support
Agreements

Core Values

Internally and externally, Allwright Bourke aim to conduct business in a way that is reflective of our core values.

Our team collaborated to determine our core values and we truly believe that these key values reflect who we are as a business.

They are not simply words - they are we stand for!

Excellence

- High quality
- Consistency
- Value- adding

Integrity

- Honest & authentic behaviours & advice
- Trust
- Ethics /Morals

Teamwork

- Effective communication
- Willingness
- Collaboration

Accountability

- Transparency
- Reliability
- Responsibility

Resourcefulness

- Innovative
- Utilising skills, technology & networks
- Pro- active attitude



Allwright Bourke
LAWYERS & CONVEYANCING

HOW WE DO BUSINESS



Stephanie Hughes
Director/Solicitor



Jessica Bourke
Director/Solicitor

Teamwork

We work collaboratively as a team. When you engage us, you engage the whole firm and have access to our combined resources and skill.

Over the course of your matter, you will likely speak or communicate with our reception team, our team of paralegals and at least one Solicitor or Conveyancer.

Behind the scenes our Senior Solicitors and Directors are supervising and assisting staff working on your matter. From time to time we will step in and change the team members or add more team members to your matter.

Why do we do this? To ensure Excellence!

- **Quality Assurance** - Two minds are better than one. We strive for Excellence. We work together to spot problems before they occur and to ensure all work meets our standards. You pay for our combined skills.
- **Matters change as they progress** - Sometimes simple matters become more complex and require a more senior staff member to assist. We adapt and change staff to meet the needs of your matter. Alternatively, it is more cost effective to you to appoint staff on lower hourly rates to do simple transactions.
- **The show must go on** - If a staff member is sick, on leave or perhaps just can't get to your matter in a reasonable timeframe, by working collaboratively, we are able to delegate your matter to another team member, who can keep your matter moving.

COSTS

We provide excellence at a reasonable price. We are not the cheapest. If you want the cheapest Solicitor or Conveyancer, then maybe we are not the right firm for you.



We issue you with a Cost Agreement that sets out our **estimate** fees and the scope of work. We are transparent about legal costs.

When you want quality work, you never want to have the cheapest doctor, accountant or solicitor. You get what you pay for!

We believe that our work will add value to your life. We can spot problems or help resolve disputes in a client focused way. We believe in our quality and skill and stand by our pricing. We are not cheap. We are good quality for money.

We use time recording software that accurately records every minute we work on your matter, so you are charged accurately for the actual work done (unless it's a fixed fee matter).

We invoice regularly and send "interim" invoices, rather than large bills at the end of matters. This allows **transparency** and **accountability** with our fees.

We request money in trust up front and throughout matters . The exception to this is estate & conveyancing matters, where we do not generally request funds until the end of the matter.

We do not work unless we hold credit funds in Trust and will cease work if we do not have credit funds in Trust.

Whilst we are a growing business, we are still a small business.

Your fees pay our staff's wages. which in turn pay their children's school fees and mortgages. When you pay our fees, you are supporting a small business and many local families and communities. .



Allwright Bourke



admin@allwrightbourke.com.au



1300 22 5297

1300 AB LAWS

Parkes Office:

19 Court Street
Parkes NSW 2870

Sydney Office:

119 Willoughby Rd
Crows Nest NSW 2065

Forbes Office

9 Harold Street
Forbes NSW 2871

Maitland Office:

Level 1, Suite , 14 Bulwer Street
Maitland NSW 2320

Dubbo Office

21 Church Street,
Dubbo NSW 2830

Central Coast Office:

3 Amy Close
North Wyong NSW 2259

Newcastle Office:

Level 1/142 Union Street
The Junction NSW 2291

THE LAW SOCIETY OF NSW

**PROFESSIONAL
STANDARDS
SCHEME**



independent
children's
lawyers



MEMBER OF
THE LAW SOCIETY
OF NEW SOUTH WALES

Liability limited by a scheme approved under Professional Standards Legislation