

Legal Note: The Documents here are provided for your information and that of your immediate family only. You are not permitted to copy any document provided to you. Each of these Documents provided are intended as general assistance in simple legal matters only. No document is intended to be used for any item, transaction, or other matter, where the total value of the item, transaction or matter is worth more than \$ 5,000.00. You are not authorized to use any document for any transaction which is in excess of \$ 5,000.00 in value or is not a simple matter. As a guideline to the meaning of simple, consider the following: if you can complete the document without any questions, it is likely a simple matter. However, if you need to ask any questions, you should consult with your Plan attorney. Do not speculate about completion of the blanks in this matter.

The information provided in the documents, and the instructions provided with each document are not intended to constitute legal advice. These documents are intended to assist consumers in protecting themselves in certain simple transactions, without incurring expensive attorneys fees. If you need legal advice, Plan Attorneys will be happy to provide a free legal consultation, at no cost, to you as a Plan member. Understand that if you contact a Plan Attorney, he/she may not advise you as to how to complete your documents. They may only be retained to prepare documents for you which they deem to be proper in your situation.

Certain documents can be completed with either a pen or a typewriter, unless indicated otherwise in the specific instructions. **You should not make changes or alterations to any documents, once you have completed the document.** You must complete a new document fully, even if you wish to make any changes, even a small change. If you make any changes to a document, you cannot be sure that the change conforms to legal requirements. For example, changes to a will, in some circumstances, may void the entire will, even if you intended to make the changes. Thus, it is a safer practice to make a new document, if you intend to make any changes.

If there are blanks which are not used or which contain no information, place an X, or a line through the blank. This ensures that no person can make unauthorized modifications to a document, by simply completing the blanks, and changing the entire crux of the document.

Certain documents may require a notary. Notaries are certified by each state, and can only operate in the states in which they are licensed to operate. An invalid notary may invalidate your document. Notaries serve the purpose of verifying that the signature of the person signing the document, is in fact, the person claiming to have signed the document. Certain institutions require a notary, even when state law does not. Be sure to check with the parties with whom you are dealing to see if they will require a notary. Banks often require notaries.

If you believe that you must record a document, you should consult with a Plan Attorney. No document provided here is intended for recording, and any such document must be prepared by a Plan Attorney. We have not included certain documents, despite repeated requests, because these documents require the skill and expertise of an attorney. These include trusts, deeds, Mortgages, Escrow Agreements and other documents. Always consult a Plan Attorney before drafting one of these documents on your own.

PERSONAL PROPERTY BILL OF SALE

1. _____, Seller(s), hereby sell(s) the goods described in paragraph 2 to _____, Buyer(s).

2. The goods being sold under this bill of sale (Goods) are:

3. The full purchase price for Goods is \$_____. In exchange for Goods, Buyer(s) has/have paid Seller(s) (choose one):

___ the full purchase price.

___ \$_____ as a down payment, balance due in _____ days.

___ \$_____ as a down payment and has/have executed a promissory note for the balance of the purchase price.

4. Seller(s) warrant(s) that Seller(s) is/are the legal owner(s) of Goods and that Goods are free of all liens and encumbrances except

Seller(s) agree(s) to remove any lien or encumbrance specified in this clause with the proceeds of this sale within _____ days of the date of the bill of sale.

5. Seller(s) believe(s) Goods to be in good condition except for the following defects:

6. Other than the warranty of ownership in Clause 4 and the representations in Clause 5, seller(s) make(s) no express warranties. **The Buyer(s) take(s) all goods as is.** Seller(s) hereby disclaim(s) the implied warranty of merchantability and all other implied warranties which may apply to the extent that such disclaims are permitted in the state having jurisdiction over this bill of sale.

7. Goods shall be delivered to Buyer(s) in the following manner (choose one and fill in information if Box b or c is checked):

___ a. Buyer shall take immediate possession of Goods.

___ b. Buyer(s) assume(s) responsibility for picking up goods from _____ within _____ days.

___ c. In exchange for an additional delivery charge of \$_____, receipt of which is hereby acknowledged, Seller(s) will deliver Goods within _____ days to the following location:

8. Additional terms of sale for Goods are as follows: _____

Date Seller(s) Signed

Date Buyer(s) Signed

Signature of Seller

Signature of Buyer

Signature of Buyer

Address of Seller

Signature of Seller

Address of Seller