

Logbook

Name: [REDACTED]

Membership no: [REDACTED]

**1. Competency: 8**

Establish effective working relationships with others involved in a legal matter

Learning

Outcome: 8.1

**2. Evidence provided:**

Memo from a colleague relating to a property matter and a memo to the colleague.

**3. Outline how the evidence demonstrates you meet the outcome**

**Understand the importance of effective working relationships with other professionals involved in the matter:** I have a good working relationship with colleagues and this memo shows that I can communicate effectively with them. I have provided my colleague with documents that she needed in order to progress matters.

**4. Reflection and evaluation (what you learnt from the activity you undertook to meet the outcome). Note: you may want to complete this section at a later date once you have had time to reflect on your practice and experience.**

I understand the importance of maintaining professional working relationships with others to ensure that legal matters are progressed efficiently and effectively for those involved in the matter.

**5. Completion date:**

12 Dec 14 and 6 Jan 15

**6. Signed (applicant)**

[REDACTED]

Date:

06.01.15

**7. Signed (supervisor)**

[REDACTED]

Date:

06.01.15

# MEMORANDUM

To: Z [REDACTED]

From: LI [REDACTED]

06 January 2015

---

11 [REDACTED]

Please can you amend the Contract to include my client's husband as a purchaser. His full name is [REDACTED]

My clients wish to purchase the door chime for £5. They would also like to purchase the electric fire for £100 provided the sellers can provide an electrical safety certificate prior to completion. Please can you confirm if this can be agreed.

Thanks

L [REDACTED]

# MEMORANDUM

To: L [REDACTED]

From: Z [REDACTED]

12 December 2014

---

[REDACTED] 11 [REDACTED]

I understand that my client Mr J W [REDACTED] has agreed, subject to contract, to sell the above property to your client Mrs [REDACTED] and accordingly I enclose the following :-

1. Draft Contract for approval.
2. Office copy entries and plan for Title Number [REDACTED]
3. Copy Transfer dated 21 November 1994

The protocol forms are to follow.

My Client does have a related purchase which is at the same stage as this transaction.

[REDACTED]