

Professional Will
Mark W. Travis

I, Mark Travis, do hereby declare this to be my Professional Will. This will is intended to give authority and instructions to my Professional Executors regarding my counseling practice and records in the event of my incapacitation or death.

I am a licensed Marriage and Family Therapist (license # LC 60510763). My office address is 345 Knechtel Way Suite 111, Bainbridge Island WA 98110.

In the event of my death or incapacitation, I hereby appoint Carole Pendleton, as my Professional Executor, who has agreed to serve in this role. Her phone number is (206) 355-8532.

If Carole Pendleton is unable or unwilling to perform this function, my Secondary Professional Executor is Erin LeTellier. Her contact number is 206-775-6877

I hereby grant my Professional Executors full authority to:

- Act on my behalf in making decisions about storing, releasing, and / or disposing of my professional records, consistent with current relevant laws, regulations, and other professional requirements.
- Carry out any activities deemed necessary to properly administer this Professional Will.
- Delegate and authorize other licensed mental health professionals determined by them to assist and carry out any activities deemed necessary to properly administer this Professional Will.

My attorney for this Professional Will is Bill Ransom, contact information is 206-842-3100 and bill@wlgwa.com. The Executor of my Personal will is Michael Tomberg; contact information is 206-979-0042. If Michael Tomberg is unable to perform this duty, then Richard Travis will do so; contact information is (719) 210-5011.

My specific instructions for my Professional Executors are as follows:

- First, I would like to express my deep appreciation for your willingness to serve as my Professional Executors.
- There are five copies of this Professional Will. They are located as follows: one is in each of the Professional Executor's possession; one is in the possession of my attorney, one is uploaded to Simple Practice and one is in a secure safe.
- My client records are stored at www.simplepractice.com. Please arrange for long term electronic storage of client files, consistent with current relevant laws, regulations and professional requirements. In order to access client data on Simple Practice, provide Simple Practice proof of my death or incapacity. Please notify the executor of my Personal Will (Michael Tomberg 206-979-0042) of relevant and / or ongoing charges.

- Please use your clinical judgement and discretion in deciding how you want to notify current and past clients of my death or incapacity, who to contact for further information, consistent with current ethical and legal requirements.
- Please consider contacting current clients at least 24 hours before their next scheduled visit with me and offer to meet them face to face to provide support and referrals.
- Please consider contacting clients who have terminated services with me with the past 12 months by phone and offer to provide referrals.
- Please consider contacting clients who have terminated services with me longer than 12 months ago by secure email and offer to provide referrals.
- Please know that when making referrals, consider referring yourself if you have space in your practice.
- Please promptly notify my professional liability company of my death or incapacity. I am insured by CPH Insurance, policy #E239044, 800-875-1911. Please purchase additional coverage consistent with current relevant laws, regulations, and other professional requirements, if necessary. Please notify the executor of my personal will of relevant and ongoing charges.
- Please contact Washington State Department of Health to notify them of my death or incapacity and terminate my professional license, listed above.
- Please contact the State of Washington to close Mark Travis PLLC and contact US Bank to close my PLLC checking, savings and credit card accounts.
- You may bill my Personal Estate for your time and other expenses that you incur in executing these instructions. Unless otherwise ordered by the court, the hourly rate of \$150 is acknowledged to be reasonable.

I declare that the foregoing is true and correct.

Mark Travis

11/28/2020