

NOTARY PUBLIC

****Please have VALID identification (unexpired driver's license, passport, state issued identification). We WILL NOT notarize any document for a signer that does not possess valid identification ****

Notary Public Fee

\$10

Per signature taken

(Fees charged by a Notary Public are regulated by California Government Code section 8211)

We are public servants appointed by the California Secretary of State to witness the signature of important documents and administer oaths.

Please have your documents ready to be notarized. *We do not offer legal advice.* Contact your attorney with any questions.

Notice: Travel fees are not regulated and are in addition to the Notary Public fee.

Typical documents we notarize include:

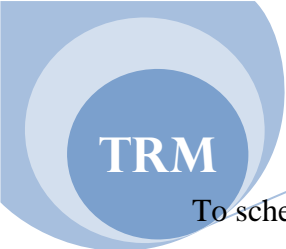
- Jurat
- Affidavit
- Authentication
- Oath Affirmation
- Copy Certification
- Power of Attorney
- Acknowledgement
- Mortgage
- Bill of Sale
- Trust Deed
- Grant Deed
- Quitclaim Deed
- Real Estate Documents
- Loan Modification Agreement
- Deposition
- Guardianship Authorization
- Parent Travel Authorization
- Out-of-State Court Hearings
- Advanced Healthcare Directive
- Applications
- Legal Documents
- Medical Documents
- Traffic School Exam

We can notarize any document.

Mobile Notary Public Service

We can travel to any location within the State of California to provide notary public services. An appointment can be scheduled to meet at your home, office, airport, detention facility (jail) or any location of your choosing.

Note: Travel fees are in addition to the Notary Public fee.



To schedule an appointment call us at **(408) 449-5442**.

Travel Fees

Residence, Office, Coffee Shop, etc.

Mileage is calculated one-way from our office in Sunnyvale to the appointment location.

- up to 10 miles..... \$25.00 + Notary Public fee
- 11 to 20 miles..... \$50.00 + Notary Public fee
- 21 to 30 miles..... \$100.00 + Notary Public fee
- 31 to 40 miles..... \$150.00 + Notary Public fee
- 41 to 50 miles..... \$200.00 + Notary Public fee
- Over 50 miles..... *Call for a quote* + Notary Public fee

*****NOTE:** *Mobile fees are due before the notary service can take place. These fees are due regardless of the notary service being performed. Mobile fees are not regulated.****

Airport Emergency Notary Public

- San Jose (SJC)..... \$125.00 + Notary Public fee
- San Francisco(SFO)..... \$250 + Notary Public fee
- Oakland (OAK)..... \$300 + Notary Public fee

Hospital, Nursing Homes, ect.

Santa Clara County
\$25.00 to \$300.00 + Notary Public fee

Santa Cruz County
\$50.00 to \$300.00 + Notary Public fee

San Mateo County
\$100.00 to \$300.00 + Notary Public fee

Alameda County
\$125.00 to \$325.00 + Notary Public fee

Loan Signing

Send us your documents by fax or email.

We use laser printers and are able to print on legal and letter size paper.

You can setup the appointment with the borrower or allow us to set it up.

Fees:

Per loan package: **\$150.00** (regardless of loan being approved)

E-Docs/Faxed Docs Print Fee: **\$25.00** (per loan package)

No show/refuse to sign: **\$50.00**

Loan signing fee includes one-way travel up to 30 miles from our office. Excess mileage is charged at \$3.02 per mile.

All Loan Signing fees are due and payable per our written agreement. A fully executed agreement must be in our files prior to scheduling appointment.

Detention Facility (Jail/Prison)/Courthouse

Santa Clara County:

\$125.00- \$375.00 + Notary Public fee

Documents to be notarized should be delivered to our office. We will schedule the appointment to visit the inmate. A credit card or cash deposit is required with the delivery of documents.

Excess Wait Time

Our waiting fee is **\$50.00** per hour and billed in 30 minute increments beginning 15 minutes after the scheduled appointment time. Wait Time and travel fees must be paid *before* any documents are notarized.

All Parties Must Be Present

At time of appointment all signing parties **and** documents to be notarized must be present. Should the notary be required to wait more than 15 minutes beyond the scheduled appointment time an **Excess Wait Time** fee will be charged.

After Hours Surcharge

For any appointment scheduled between the hours of 9:00 p.m and 7:00 a.m a surcharge of **\$50.00** applies in addition to the travel and notary fee.

Telephone Orders

Be prepared to provide us with a credit card account and billing information.

Cancellation Fees

We do charge a *minimum* cancellation fee of \$20 for orders cancelled once order has been dispatched. Most orders are dispatched within 15 minutes of receipt.