



A Signing Service you can count on!

# Notary Request Form

Please SCAN & EMAIL Request to: [orders@notarydirect.com](mailto:orders@notarydirect.com)

Questions? 888.228.7705

Please schedule signing appointment for: Date \_\_\_\_\_ & Time \_\_\_\_\_

Documents will be delivered on: Date \_\_\_\_\_  To borrower  Notary

**All orders must be received by 5:00 PST**

**Company Information:** How did you hear about us: (please circle) Fax \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_ Tradeshow \_\_\_\_\_ Referral \_\_\_\_\_

\* Company Name: \_\_\_\_\_ Courier Info: FEDEX / UPS / Other \_\_\_\_\_ Acct# \_\_\_\_\_

\* Company Contact: \_\_\_\_\_ \* Email Address: \_\_\_\_\_

\* Phone #: \_\_\_\_\_ \* Fax #: \_\_\_\_\_

\* Company Address: \_\_\_\_\_ After Hour Contact Name: \_\_\_\_\_  
 \_\_\_\_\_ After Hour Contact #: \_\_\_\_\_

\* Escrow Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Escrow Phone # \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Borrower Information:**

\*Loan/Escrow # \_\_\_\_\_ Docs. Date Sensitive: Y or N  
 Spanish Required Y or N

**Primary Borrower-**

Name: \_\_\_\_\_ Phone #'s: (Hm) \_\_\_\_\_  
 Phone #'s: (Wk) \_\_\_\_\_

**Co- Borrower-**

Name: \_\_\_\_\_ Phone #'s: (Cell) \_\_\_\_\_  
 Phone #'s: (Hm) \_\_\_\_\_  
 (Wk) \_\_\_\_\_  
 (Cell) \_\_\_\_\_

**Signing Address-**

Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

*To be completed by lender:* All noted items **must** be discussed with borrower prior to Notary request. Notaries **will not** be held responsible for missing or inaccurate information provided to the signer by the borrower.

**Attention Loan Signer- "PLEASE COLLECT THE FOLLOWING DOCUMENTATION @ TIME OF CLOSING:"**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**Please Return Completed Documents To:**

\* **Authorizing Signature:** \_\_\_\_\_

Notary Fee Schedule	* Please Circle
1 set of documents	\$125
2 sets, simultaneous closing	\$200
Additional Sets	\$100
Re-Signing Appointment	\$75
Single Doc. (Travel Inc.)	\$75
Copy Package	\$25
Email Documents	\$50
Facsimile Documents Back	\$40
Cancellation/Trip Fee (No Notice)	\$75
eSign (AmTrust)	\$200
Pick-Up or Drop-Off Documents	\$50
Express (Same Day Signing)	\$25

\* REQUIRED INFORMATION

By submitting this order form, you (correspondent), understand that this completed form will prove to be a legal binding document of which you will be held responsible for any charges incurred due to this submission regardless of funding status. I have read and agree to the terms set forth in the Notary Direct Agreement and will not hold Notary Direct liable for any damages, whatsoever; monetary or criminal. A 25% Collection Fee will be added should formal collection efforts be pursued.