

# [Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

Notary commission # [number], expires [year] · [State] · [signing-agent certification]

# INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Order / file # [the company's number, if any]

## BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

## SIGNING

[What was signed — loan package, affidavit, power of attorney] · signer: [name]

[Where] · [Date and time]

[Pages, copies · how documents were returned]

| DESCRIPTION                                                             | QTY | RATE | AMOUNT |
|-------------------------------------------------------------------------|-----|------|--------|
| Loan signing / mobile signing fee<br>[Package type; evening or weekend] |     |      |        |
| Notarial acts<br>[Number of acts × your state's fee per act]            |     |      |        |
| Travel<br>[Miles or zone, per your rate sheet]                          |     |      |        |
| Printing<br>[Pages × copies × per-page rate]                            |     |      |        |
| [Courier / scanning / waiting time]<br>[At cost, or minutes × rate]     |     |      |        |
| [Witness / apostille assistance / rush] fee                             |     |      |        |
| Subtotal                                                                |     |      |        |
| Sales tax / GST / VAT ([rate]%)                                         |     |      |        |
| Deposit received                                                        |     |      |        |
| <b>Balance due</b>                                                      |     |      |        |

## PAYMENT

[Due at the signing for individuals; within [14] days for companies, with the order number. How to pay.]

## FEES

[Notarial acts at the fee set by [state]; travel, printing and the signing fee separate and quoted in advance.]