

NOTARIAL SERVICES BILLING STATEMENT

Official Record of Notarial Fees & Disbursements

STATEMENT NUMBER
DATE OF SERVICE
PAYMENT DUE DATE

NOTARY PUBLIC INFORMATION

Name:
Commission No:
Expires:
Address/Contact:

CLIENT INFORMATION

Name / Company:
Address:
Phone / Email:
Reference No:

DESCRIPTION OF NOTARIAL ACT / SERVICE	QTY	UNIT FEE	TOTAL

Notary Public Fees Subtotal:	
Travel & Mileage Fee:	
Administrative/Other Fees:	
Total Due:	

NOTARY PUBLIC SIGNATURE

CLIENT REPRESENTATIVE SIGNATURE

PLACE NOTARY SEAL / STAMP HERE

Terms & Conditions: Payment is due upon receipt unless otherwise agreed in writing. Notary fees are charged in accordance with state/provincial statutory maximums. Travel and administrative fees are non-refundable.