

INVOICE

Real Estate Notary Closing Services

Invoice No: _____
Date: _____
Due Date: _____

NOTARY / SIGNING AGENT

Name:

Company:

Commission #:

Phone:

Email:

BILL TO (TITLE/ESCROW/CLIENT)

Company:

Contact:

Address:

Phone:

Email:

CLOSING & PROPERTY INFORMATION

File / Escrow No.

Closing Date &
Time

Closing Location

Borrower / Buyer

Seller (if
applicable)

Property Address

DESCRIPTION OF SERVICES	QTY	RATE	AMOUNT
Loan Closing / Signing Agent Fee			
Travel / Mobile Notary Fee			
Document Printing / E-Docs Fee			
Courier / Shipping / Drop-Off Fee			
Additional Signature / Witness Fee			
Cancellation / No-Show Fee			

Subtotal: _____

Discount: _____

Total Due: _____

PAYMENT TERMS & INSTRUCTIONS

Please remit payment in accordance with agreed-upon signing agent terms.

Checks Payable To:

Venmo/Zelle:

Bank Routing No:

Bank Account No:

Thank you for your business!