

Notary Commission #: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## INVOICE

Invoice #: \_\_\_\_\_

Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

### BILL TO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

### TRAVEL / SERVICE LOCATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mileage: \_\_\_\_\_ Time: \_\_\_\_\_

| DESCRIPTION OF NOTARIAL ACT / SERVICE | QTY   | RATE  | TOTAL |
|---------------------------------------|-------|-------|-------|
| _____                                 | _____ | _____ | _____ |
| _____                                 | _____ | _____ | _____ |
| _____                                 | _____ | _____ | _____ |
| _____                                 | _____ | _____ | _____ |
| _____                                 | _____ | _____ | _____ |

### PAYMENT TERMS & INSTRUCTIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accepted Methods: \_\_\_\_\_

**Subtotal:**    —

**Travel/Mileage:**    —

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**Total Due:**    —

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Notary Public Signature

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Customer Signature (Acknowledgement of Services)