

Notary Public:
Commission No:
Commission Expires:
Phone:
Email:

RECEIPT & INVOICE

Invoice No: _____

Date: _____

CLIENT INFORMATION

Name:

Company:

Address:

Phone:

SIGNING DETAILS

Location:

Doc Type:

Ident. Method:

Witnesses:

DESCRIPTION OF NOTARIAL ACT / SERVICE	QTY	UNIT PRICE	TOTAL
Acknowledgment(s)			
Jurat(s) / Oath / Affirmation			
Certified Copy			
Travel / Mobile Fee			
Courier / Shipping / Administrative Fee			
Remote Online Notarization (RON) Surcharge			

Payment Method

☐

Cash

☐

Check

☐

Credit Card

☐

Venmo/Zelle/Paypal

Status

☐

Paid in Full

☐

Balance Due

Subtotal: _____

Discount: _____

Total Due: _____

Notary Public Signature

Customer / Client Signature

Thank you for your business. Notary fees in this invoice conform to state regulated maximums.