



**HK MOBILE NOTARY LLC  
PARTNER SERVICE AGREEMENT**

Contact Name: \_\_\_\_\_

Company/Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**View my National Notary Association (NNA) profile and Notary BIO via HKMobileNotary.com website links.**

**The Service is defined as:**

- 1) Heidi Kauss, representing HK Mobile Notary LLC, will receive client documents to be signed and/or notarized via email (to print), encrypted portal, or in person from your company's place of business, to your discretion. Documents are held in a securely locked case during transport.
- 2) You, Your Client, or Heidi Kauss, will schedule an appointment online at HKMobileNotary.com > Partner Scheduling. Electronic in-person Signing/Notarization is also available (via your platform, i.e. DotLoop).
- 3) Upon completion of the signature and/or notarization, Heidi Kauss will deliver the final document back to your place of business, or an otherwise agreed upon location/date/time.

**No personal information will be retained by HK Mobile Notary LLC, unless otherwise specified.**

Fee schedule based on **roundtrip** mileage (from your office to your client):

Miles	Fee
1-14	\$50
15-25	\$75
26+	\$100

**Please sign:** \_\_\_\_\_

Please return this form to [Heidi.Kauss.Notary@gmail.com](mailto:Heidi.Kauss.Notary@gmail.com)

**Invoices are emailed every Friday. W-9 will be emailed to you upon request.  
Payments can be made via ACH Direct Deposit, Check, Credit Card, PayPal, Zelle, Venmo.**

*Heidi Kauss*

**HK Mobile Notary | (630)768-0573 | Batavia, Illinois**