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| YOUR BUSINESS NAME HERE, EIN\_\_\_\_\_\_ Your business slogan here YOUR BUSINESS MAILING ADDRESS: 123 Your Street  Your Town, State, ZIP CODE  Your phone: 555-555-1212 [YourEmail@YourDomain.com](mailto:YourEmail@YourDomain.com) | | INVOICE Invoice # **2024**-001  Date: \_\_\_\_\_\_\_\_\_\_\_ |
| To: **ENTER NAME OF THE HIRING COMPANY** Hiring Company Address  Phone: xxx-xxx-xxxx Cell: xxx-xxx-xxxx  [email@hiringcompany.com](mailto:email@hiringcompany.com) | For: NOTARY SIGNING AGENT SERVICES  Re: Signing Order #\_\_\_ / Mr. & Mrs. Signer | |

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| ASSIGNMENT DESCRIPTION | rate QUOTED |
| Enter any assignment details here. Be as detailed as you wish.  *Order #\_\_\_; SIGNING DATE/TIME.  Refinance loan signing at 123 Cascade St, Finite, WA 00000;  2 signers; no scanbacks;  BETA Financial; Alpha Title; XYZ Signing Services* | XXX.00 |
| *1 PDF received & printed, mix of legal/letter* |  |
| *File name: SIGNER\_ClosingDocs.pdf = 103 pages* |  |
| --------------------------------------------------------------------  ***103 pages x 2 copies = 206 pages printed***  --------------------------------------------------------------------   * COVID-19 precautions (ppe) * Duplicate set of loan docs left with signer * Doc print/prep, travel, signing & QC, & drop pkg for shipping |  |
| **FEDEX TRACKING # 0000 0000 0000** |  |
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| TOTAL | xxx.00 |

Invoices are due upon receipt.   
Please make checks payable to **YOUR BUSINESS NAME HERE, EIN\_\_\_\_\_\_**

THANK YOU FOR YOUR BUSINESS!