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| YOUR BUSINESS NAME HERE, EIN\_\_\_\_\_\_Your business slogan hereYOUR BUSINESS MAILING ADDRESS:123 Your StreetYour Town, State, ZIP CODEYour phone: 555-555-1212YourEmail@YourDomain.com  | INVOICEInvoice # **2024**-001Date: \_\_\_\_\_\_\_\_\_\_\_ |
| To:**ENTER NAME OF THE HIRING COMPANY**Hiring Company AddressPhone: xxx-xxx-xxxx Cell: xxx-xxx-xxxxemail@hiringcompany.com  | For:NOTARY SIGNING AGENT SERVICESRe: 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!