

YOUR BUSINESS NAME HERE, EIN _____

Your business slogan here

INVOICE

YOUR BUSINESS MAILING ADDRESS:

123 Your Street

Your Town, State, ZIP CODE

Your phone: 555-555-1212

YourEmail@YourDomain.com

INVOICE # **2023**-001

DATE: _____

TO:

ENTER NAME OF THE HIRING COMPANY

Hiring Company Address

Phone: xxx-xxx-xxxx Cell: xxx-xxx-xxxx

email@hiringcompany.com

FOR:

NOTARY SIGNING AGENT SERVICES

Re: Signing Order #___ / Mr. & Mrs. Signer

ASSIGNMENT DESCRIPTION	RATE QUOTED		
<p>Enter any assignment details here. Be as detailed as you wish.</p> <p>Order #___; <i>SIGNING DATE/TIME.</i> <i>Refinance loan signing at 123 Cascade St, Finite, WA 00000;</i> <i>2 signers; no scanbacks;</i> <i>BETA Financial; Alpha Title; XYZ Signing Services</i></p> <p><i>1 PDF received & printed, mix of legal/letter</i> <i>File name: SIGNER_ClosingDocs.pdf = 103 pages</i></p> <p>----- 103 pages x 2 copies = 206 pages printed -----</p> <ul style="list-style-type: none"> ✓ COVID-19 precautions (ppe) ✓ Duplicate set of loan docs left with signer ✓ Doc print/prep, travel, signing & QC, & drop pkg for shipping <p>FEDEX TRACKING # 0000 0000 0000</p>	<p style="text-align: right;">XXX.00</p>		
<table border="1" style="float: right;"> <tr> <td style="padding: 2px;">TOTAL</td> <td style="padding: 2px;">XXX.00</td> </tr> </table>		TOTAL	XXX.00
TOTAL	XXX.00		

Invoices are due upon receipt.

Please make checks payable to **YOUR BUSINESS NAME HERE, EIN _____**

THANK YOU FOR YOUR BUSINESS!