**CLIENT QUESTIONNAIRE**

**Client Name:**  **Phone Number:**

1) How many signers are there?

2) Will all the signers be present for the notarization?

3) What kind of document is to be notarized? e.g. Wills, Power of Attorney, Deeds, etc

4) If a witness is required, are you going to have a witness there for the witness part?

5) How many signatures per page?

6) Does the signer(s) have a valid unexpired photo ID?

7) What kind of ID will the signer(s) be presenting? e.g. Driver’s License, State ID, Passport, Military ID, etc.

8) If you are not the signer, is the signer alert and aware?

9) Can the signer sign their name unassisted?

10) Please provide any other additional information that would make the notarization process go smoothly and efficiently.

**IMPORTANT INFORMATION**

The State of Maryland sets the fees for Notary Public services at $4.00 PER signature PER PAGE and the TRAVEL fee base at $5.00 plus a $.59 PER MILE, round trip. Based on the information received a price quotation will be issued to the client. Once an agreement is reached, then an appointment will be made. If during the appointment, there are any differences to the agreed upon documents, then prices are subject to change. Also, if for some reason the notarization cannot take place, the client is still responsible for the travel fee plus mileage expense.