

Judy Trotter

Mobile Notary Public of South Carolina
Currently Serving **Berkeley, Charleston** and **Dorchester** counties
7932 Long Shadow Lane, North Charleston, South Carolina 29406
Office (843) 425-2300 Fax (843) 797-3993 *Please Call First*
Email JudyTrotter@gmail.com Website www.JudyTrotter.com



Notary Depot



SERVICE REQUEST FORM

Fax Completed Service Request Form to **(843) 797-3993**

Today's Date ____/____/____ (mm/dd/yyyy)

Where Did You Find Me? National Notary Assoc. 123Notary.com NotaryRotary.com NotaryDepot.com
 IntegrityNotary.com Other _____

Company Name _____

Type of Company: Personal Lender Title Escrow Other

Company Website <http://> _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone# (____) _____ Ext# _____ Fax# (____) _____

Email _____

FedEx or UPS Account# _____

First **Client** Name _____

Second **Client** Name _____

Address _____

City _____ State _____ Zip _____

All Contact Phone#(s) _____

Type of Documents _____

Documents Will Be Delivered: Mail to Notary Email Fax To Client's Address

Scheduled Appointment [**Date**] _____ [**Time**] _____ am/pm

Total Number of Pages in Document _____ Number of Pages to Notarize or Sign _____

Check all that apply:

- Single Set of Documents (\$125)
- Second Set of Documents (\$50)
- E-docs/Email fee (\$30) Format: .Doc ____ .Pdf ____ .Tiff ____ .Xls ____ Other ____
- Printing (no Fee)
- Copies for Borrower (\$30)
- Faxing fee (\$30)
- Weekends (Sat-Sun) or After Hours (after 6pm) (\$15)
- General Notarization (\$10 per Seal) + Mileage

(First 20 miles FREE; thereafter \$1.50 per mile. Use MapQuest for Directions)

Total Miles to Travel (one-way) _____ - 20 miles x \$1.50 fee = \$ _____ Mileage

Total Fees + \$ Mileage = **Total Service Charge to be Paid \$** _____

Special Notes or Instructions _____
