



3816 East 4th Street • Long Beach, CA • 90814
Phone (562) 438-7800 • Fax (562) 438-7830
Toll Free (866) 493-2599

NOTARY SERVICE REQUEST

CLIENT:

Escrow No. _____ Date _____

Company Name: _____ Contact Name: _____

Phone Number _____ Fax Number: _____

Signing : Date _____ Time _____

BORROWER:

Name: _____ Indicate 1 or 2 sets of docs

Signing Location: _____

Phone: Home (_____) _____ His Work (_____) _____

Her Work (_____) _____ Other (_____) _____

NOTARY:

Name: _____

Shipping Address: _____

Phone: (_____) _____ Cell: (_____) _____ Fax (_____) _____

Signing: Date _____ Time _____ .m.

COMPLETION REPORT (Notary must complete and return no later than 8:30 a.m. the following business day):

Did borrower sign? _____ Yes _____ No _____ 1st Trip _____ 2nd Trip _____ Indicate 1 or 2 sets of docs

Tracking No. _____ UPS _____ FedEx _____ Other _____ (Name)

Date Signed _____ Comments _____
