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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 _____
