

SIGNING COMPANY AGREEMENT

This Agreement is entered into between, Signing Services, Lenders, Mortgage, Title, and Escrow Companies, hereto referred as “SIGNING COMPANY” and Notary Signing Agent DBA “All About You”, hereto referred as “Notary”.

SIGNING COMPANY Agrees as follows:

Fee Schedule

Signing Company will pay the minimum fees unless otherwise specified and arranged at the time of accepting the order.

Completed Document Package Signing Appointment – (minimum fee) \$100.00

Completed Set of Signed Concurrent 2nd Document Package – (min) \$25.00

Signer(s) Fail/s to Show for Appointment after 30 min. of scheduled appointment time – (min) \$25.00

Incomplete signing due to Signer(s) refusal to sign – (min) \$25.00

Cancellation of order by Signing Company after Document Package has been printed by Notary – (min) \$20.00

Rescheduled Signing Appointment to a date/time the Notary is unable to make after Document Package has been printed by Notary – (min) \$20.00

Termination

Notary reserves the right to terminate order acceptance upon inaccurate quote of job order provided by the Signing Company, i.e. document package in excess of 50 pages of number quoted, number of notarizations in excess of 4 notarizations of number quoted, number of fax back pages in excess of 10 pages of number quoted, signing site in excess of 10 miles of location quoted, and other misrepresentation of information that may cause extra work not anticipated by the Notary.

Document Delivery

The documents will be delivered by the Signing Company to the Notary at least two hours prior to the scheduled appointment time unless otherwise specified and agreed upon in advance by the notary.

The Signing Company will make every attempt to contact the Notary to receive acknowledgement upon delivery of the documents.

In the event the documents are not able to be delivered to the Notary by the specified and agreed upon time, then the acceptance of **the signing is terminated and the notary is no longer liable to carry out the order**. Completion of the order is then at the sole discretion of the notary.

Problems at the Signing Table

It is imperative that a contact person from the Signing Company be designated and made available during the entire signing process. The Notary is only there to witness the signing and not to give advice regarding the documents. The Signing Company is responsible to follow up with the originating company to make them aware of any potential errors brought up by the signer(s) and for making any corrections on the documents.

Returning Documents

A pre-printed shipping label from the Signing Company will be given to the Notary to return the documents. If no such label is given, then the Signing Company is responsible for reimbursing the Notary for all incurred shipping fees.

Any required faxing back of documents prior to shipping the original documents need to be disclosed to the Notary and agreed upon prior to the acceptance of the order. All documents faxed back by the Notary should be approved by a representative of the Signing Company within two hours unless otherwise specified and acknowledged by the Notary to allow a timely return of the document package.

Payment Policy

Payment from the Signing Company to the Notary shall be remitted within 30 days of signing completion unless otherwise specified. A 2% compounded penalty will incur every 30 days after the due date.

Company: _____

Company Representative: _____ (PRINT NAME)

_____ (SIGNATURE)

Contact Number: _____