



Fee Schedule

Travel Mileage	Fee	Notes
Per Mile (Round Trip)	\$0.75	Plus Base Rate
Base Rate	\$25	0 – 25 miles
Base Rate	\$35	25 – 50 miles
Base Rate	\$50	50 – 65 miles
Parking	TBD	Will be determined
Tolls	TBD	To be determined via the EZ pass calculator
Notarial Acts	Fee	Notes
Taking Acknowledgement	\$5.00	For 1 st signature
Taking Acknowledgement	\$2.00	Each additional name
Administering oath or affirmation	\$5.00	Per individual
Taking verification on oath or affirmation	5.00	No matter how many signatures
Witnessing or attesting a signature	\$5.00	Per signature
Certifying or attesting a copy or deposition	\$5.00	Per certified copy
Noting a protest of a negotiable instrument	\$3.00	Per page
Other Services	Fee	Notes
I-9 Verification	\$35.00	Per I-9
Fax & Copy Service	\$5.00	Up to 5 Pages – Mobile fax available
Verify Contents of Safe Deposit Box	\$30.00	Per hour
Mobile Internet Hotspot	\$5.00	Per 30 minutes
Administrative	Fee	Notes
Late Fee	\$10.00	Up to 15 minutes
Late Fee	\$25.00	15 – 30 minutes
Late Fee	\$35.00	30 – 45 minutes
Cancelation Fee	\$25.00	Cancel within 1 hour of appointment & don't rebook
Cancelation Fee	\$50.00	No show w/no notice
Recording Fee	\$3.00	Recording notary act in electronic journal
Returned/Bounced Check Fee	\$30.00	Plus, any bank fees
Phone Call	\$5.00	Per 30 minutes



Fee Schedule Continued

Administrative	Fee	Notes
After Hours	\$30.00	2200 – 0200
After Hours	\$50.00	0200 – 0700
Witness	\$25.00	Per witness, per 30 minutes plus mileage
Postage	\$1.00	Per stamp