



Pre-Signing Checklist

To ensure a smooth and efficient signing appointment, please review and complete the following checklist before our meeting.

1. Document Preparation

- Please take a moment to review your documents in advance. This ensures that any questions can be addressed beforehand and helps ensure everything is in order to complete your signing in a single appointment.
- If you need documents printed, I'd be happy to help. Printing is available for a fee of .25 per page.

2. Personal Appearance

- All signers and any witnesses must appear in person at the time of the signing.

3. Identification Requirements

- Each signer and witness must bring a valid, non-expired government-issued photo ID (such as a driver's license, passport, or state ID).

4. Document Completion

- All documents must be completely filled out with no blank spaces prior to the appointment.
- Important: Please do not sign any documents before meeting with the notary.

5. Payment Information

- I accept the following forms of payment: cash, check, Venmo, or credit card.
- You can pay at the time of service.

Thank you for taking the time to review this checklist. Completing these steps ahead of time helps us make the most of your appointment. If you have any questions at all, feel free to reach out, I am here to help!