

Mobile Notary Fee Worksheet

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Use this worksheet to itemize notarial acts and travel/convenience fees for a single appointment. Virginia notarial act fees are capped per Code of Virginia § 47.1-12; travel and convenience fees are separate and must be disclosed in advance.

APPOINTMENT

CLIENT NAME	DATE	TIME
LOCATION / ADDRESS	CONTACT PHONE	

NOTARIAL ACTS

ACT	QTY	FEE (MAX \$5/ACT)	SUBTOTAL
Acknowledgment			
Jurat			
Oath / Affirmation			
Signature witnessing			
Copy certification			
Other:			

TRAVEL & CONVENIENCE FEES

ITEM	NOTES	AMOUNT
Travel fee		
After-hours surcharge		
Wait time		
Printing / scanning		
Witness coordination		
Other:		

TOTAL

LINE	AMOUNT
Notarial acts subtotal	
Travel & convenience subtotal	
Total due	

PAYMENT & SIGNATURES

PAYMENT METHOD

AMOUNT RECEIVED

NOTARY SIGNATURE

CLIENT SIGNATURE