



Please fill out this Order Form and email or mail it to us along with any documents to:
NOTARY & APOSTILLE SERVICE, INC.
409 44th Street
COPIAGUE, NY 11726-1009
1-866-518-5115 Ext 1
AlanMurray@NYnotary4U.com

NEW YORK STATE MOBILE NOTARY PUBLIC or PERSONAL COURIER SERVICE

Request Notary/Courier Service on this Date	<input type="checkbox"/> Exactly at this Time	Or <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Night
Your Name	Company (optional)	
Street Address		
City/Town	State	Country, Postal Code, Index
Daytime Phone (country & area code)		Cell Phone (country & area code)
Type of Document getting Notarized	How many pages need the actual notary public stamp	
<i>Please note this order form is for calculating the cost for a Courier or Mobile Notary Public to come to your home, office, or a mutual location.</i>		
<p>The Courier Service is for picking up & or delivering documents to a client and the Mobile Notary Service - we will travel to your location to notarize your document at your location, so you will not have to travel. The previous services consist of several options that depend on what additional services you need. To calculate your fee, your need to select a Base Rate for the time of day the service will be provided, then add the Travel Fee for the number of miles to your location, then add the Notary Public Fee of \$2 for each page that requires a notary stamp, (not the total number of pages in your document). You can then add additional service fees such as Printing, Faxing, Scanning, Copying or Emailing document. Please note, the notary has a schedule with other clients to meet up with. In order to be efficient, economical & productive with the notary's time, there is a fee for additional Waiting Time to ensure the notary arrives in a timely manner for his next clients' appointment. Therefore, Notary appointments are in 15 minutes time blocks. So, if your session runs more than 15 minutes or you need to schedule more time, then each additional time block of 15 minutes or less is an additional \$15. <i>Once you filled out this form, sent to the above email address, wait for confirmation or call to confirm date & time. You must receive confirmation on the date & time.</i></p>		
BASE RATE		
The BASE RATE for Personal Courier Service or for Mobile Notary Service is: <input type="checkbox"/> Copiague Only - Weekday 8 AM– 6 PM, \$15 // 6 PM – 9 PM, \$20, <input type="checkbox"/> Weekday 8 AM– 6 PM, \$25, <input type="checkbox"/> Evening 6 PM – 9 PM, \$50, <input type="checkbox"/> Night 9 PM – Midnight \$100, <input type="checkbox"/> Late Night Midnight – 6 AM, \$200 <input type="checkbox"/> Weekends Saturday 8 AM – 6 PM, \$40, <input type="checkbox"/> Sunday 1 PM – 6 PM, \$50.		
Plus, the travel fee below		
TRAVEL FEE		
<input type="checkbox"/> The travel fee is the BASE RATE (See rates above) plus \$3 x the number of miles _____ from Copiague, NY to your Location		
Plus, the notary fee below:		
NOTARY PUBLIC FEE		
The Notary Public Stamp is (\$2 for each notary stamp) Plus any of the additional fees listed below		
<input type="checkbox"/> Additional Time or Waiting Time ___ x \$15, Scanning, e-Mailing Printing or Faxing: <input type="checkbox"/> 1-10 pages \$10, <input type="checkbox"/> 11-50 pages \$20, <input type="checkbox"/> 100 – 200 pages \$25		
Additional fee will apply for Airport Parking, Bridge or Tunnel Tolls, or Dropping documents to FedEx, UPS, USPS, etc.		
TO PAY		
<input type="checkbox"/> QuickBooks Invoice <input type="checkbox"/> Check or Money Order <input type="checkbox"/> Cash <input type="checkbox"/> For other paying options go to https://nynotary4u.com/pay.html Total Paid:		
Make Check or Money Order payable to "Notary & Apostille Service, Inc."		
Additional Information:		
*** For Office Use Only ***		
Tracking Out:	Via USPS, First Class, Priority, FedEx, UPS, DHL,	# of Docs Recvd:
Recvd on: _____ 20__	Paid by: Check <input type="checkbox"/> , Money Order <input type="checkbox"/> , PayPal <input type="checkbox"/> , QB <input type="checkbox"/> , Stripe <input type="checkbox"/> , SQR <input type="checkbox"/> , Wire <input type="checkbox"/> , Other	