NOTARY INVOICE

NOTARY

Name _____

Business name _____

Address _____

Phone / email _____

Commission no. and expiration _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

BILL TO (CLIENT)

Client name _____ Company _____

Address _____

Email _____

APPOINTMENT

Date and time _____ Documents _____

Location _____

Signers _____

Journal entry nos. _____

NOTARIAL ACTS

Item	Details	Qty	Unit	Rate	Amount

Notarial acts subtotal

TRAVEL AND OTHER SERVICES

Item	Details	Qty	Unit	Rate	Amount

Travel and services subtotal

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal

Amount due

FEE NOTES

_____

_____

Thank you. Please quote the invoice number with your payment.