Terms and Conditions: Loan Documents need to be shipped to the designated recipient as soon as possible after the signing is completed. The documents must arrive at the title company the NEXT business Day unless otherwise specified. Notaries Express will not pay signing fees for files that do not fund. If an error or an omission has been made by the notary, the notary agrees to remediate the error or omission and to either (1) pay for shipping expenses or (2) to deduct shipping fees from the agreed signing fee. Notaries Express does not tolerate solicitation to our clients. Please do not send any business cards/marketing materials to the title company with the signed documents. It is unprofessional and you agree that your fee will be waived in the event that this occurs. PLEASE CALL NOTARIES EXPRESS IF YOU HAVE ANY QUESTIONS DURING THE SIGNING (916) 243-4010 (option # 5 after hours). Phone calls are transferred after hours and on the weekends to one of our representatives.

** PLEASE DOUBLE CHECK YOUR DOCUMENTS BEFORE YOU LEAVE THE APPOINTMENT AND BEFORE SHIPPING THE DOCUMENTS TO THE DESIGNATED RECIPIENT. ** ***When you take an assignment from Notaries Express LLC you are confirming that you are the actual notary, using your own commission to conduct the signing and will not be “subbing” or “contracting” out to any other notaries on your behalf. If you are not able to make the appointment you are required to contact our office right away so we can reschedule with another notary. *** Our current pay policy is 30-45 days of signing appointment ** If the documents received by the title company include errors attributable to your services, you will be charged a $10 fee for each page that includes an error. You will also be responsible for any fees to ship the documents back via next day air. **You have represented to Notaries Express that you are experienced with loan signings and that you will utilize the utmost professionalism at all times. **Notaries Express provides its clients with a 100% satisfaction guarantee- If there
are any complaints concerning your services that require Notaries Express to waive or reduce its fee, you have agreed that your fee shall be waived or reduced accordingly. Also, if you are responsible for any mistakes, errors, and/or omissions that require (the lender/broker) to issue a loan lock extension, you agree to pay the amount of the loan lock extension and to indemnify, defend, and hold harmless Notaries Express LLC from any claims, lawsuits, liabilities, or any other demands for payment related to your services.

_____ _____/_____/_____

Signing Agent/ Notary (Sign Here) Date