

Notary Invoice Template in PDF Format

Notary Invoice Template was initially released on <http://www.InvoicingTemplates.com> on Thursday, October 02, 2014, and is categorized as [Service, Consulting](#). As always **Notary Billing Template** was published in two editions - one free **Notary Invoice Template**, and another Uniform Invoice Software version that is able to turn **Notary Invoice Template** into a complete invoicing system. This "**Notary Invoice Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "notaryinvoice.xlsx".

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Notary Invoice Template Features and Facts

Notary Invoice Template could also be seen as a general [service invoice template](#) and [consultant invoice template](#). It helps you to create and print professional notary and general invoices and estimates. The billing form has 3 columns - Date, Description and Amount.

On the top of the invoice form, you should first detail your own business information, including Your Name / Business Name, Street Address, City, State and Zip Code, Phone #, Email Address. The client information section, titled with "Bill To", there are fields for your client Name, Street Address, City, State and Zip Code, Phone # and Fax #.

This invoice template provides 3 columns on the invoice form - Date, Description and Amount. The Amount here is a manually fillable field. A notary is a lawyer or person with legal training who is licensed by the government to perform acts in legal affairs, in particular witnessing signatures on documents. The form that the notarial profession takes varies with local legal systems. A notary public (or notary or public notary) of the common law is a public officer constituted by law to serve the public in non-contentious matters usually concerned with estates, deeds, powers-of-attorney, and foreign and international business. As a general rule, on the invoice that you write out for your client, line-item each charge and expense along with each fee for performing a notarial act. Clearly state what each charge, expense and notary fee is for and the amount that you are charging for each item. If your first contact with the client is by phone, provide the same information to him that you will write on the invoice to present to him in person and have him agree to the charges before you provide services as a notary. When you present your invoice to the client, you may wish to have him sign it to show that he agrees with the charges and understands the purpose of each line-itemed charge. Some Notaries provide services that, in addition to authorized notarial acts, include other non-notarial aspects of the job assignment. Or, a notary can incur expenses associated with performing a notarial act. When invoicing a client for notarial services, the notary would like to invoice for any other charges and expenses as well. ALWAYS discuss your fees with the client before you perform any service. It is unwise and could

be seen as unethical for you to wait to tell your client about your fees until after your services are performed. Always give clients the chance, up front, to accept or decline your fees.

This implementation of Notary Invoice Template / Notary Billing Template by InvoicingTemplates.com has one tax presented on the bottom of the form, which is named "TAX". If you use the Uniform Invoice Software edition of this free invoice template, you can easily change the tax name and rate, and even the number of taxes appear on the form.

If you use the [Uniform Invoice Software](#) version of **Notary Invoice Template**, there are additional taxing options on the Taxes tab of the Settings window. The first is the option for choosing the number of tax items; you have 3 choices - no tax, one tax and two taxes. Secondly, you can set the names and rates in percentage for each tax, such as VAT, GST or PST, or simply Sales Tax. Thirdly, there are a group of checkbox options on the dialog box, including: "Tax invoice total including shipping cost", which adds the shipping cost to the taxable amount when checked; "Tax 2 is applied to tax 1", which adds the amount of "tax 1" to the taxable amount if checked; and "tax rate can be zero", which allows you to set any of the tax rates to be the value of zero. If you modify the options on this dialog box, the invoice form will be changed accordingly if needed.

While the free version of Notary Invoice Template is simple, the result invoice created by using this template is as beautiful and professional as many commercial invoicing software program, or even better. It is an ideal tool for small businesses and freelancers who offer services and don't need a shipping section on their invoicing form. It is a good service invoice creator, but if you need more features, like management of customers, products / service items, invoices and payments, just install Uniform Invoice Software to make all the buttons on Notary Invoice Template work for you.

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Your Business Name

Street Address
City, ST ZIP Code
Phone Number, Web Address, etc.

INVOICE

DATE:
INVOICE #:

BILL TO

Terms

Due Date

Date	Description	Amount

SUBTOTAL -

TAX 8.000% -

OTHER -

TOTAL -

PAID -

TOTAL DUE -

NOTES:

THANK YOU FOR YOUR BUSINESS!