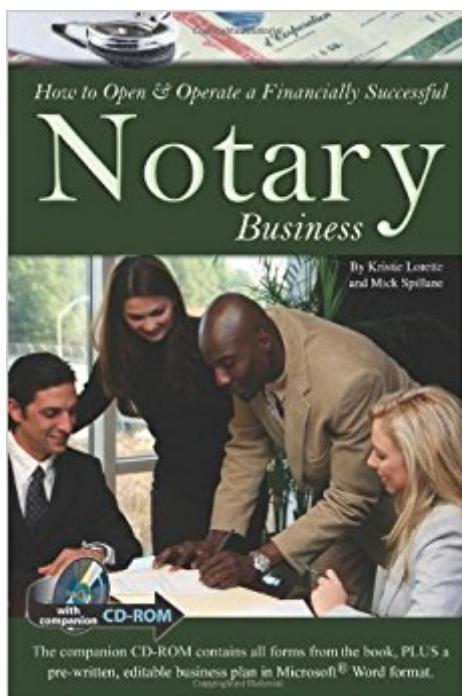


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# How To Open & Operate A Financially Successful Notary Business



## Synopsis

According to the National Notary Association, there are 4.8 million notaries working in the U.S. Depending upon state regulations, notaries can perform marriages, witness and authenticate the signing of real estate mortgage loan documents and other legal contracts, and take and certify depositions. Notaries can make an average of \$10 to \$200 per signing, depending on the document type. Each state has individual guidelines that one must follow when first applying to become a notary and specific restrictions that a practicing notary must abide by, including the amount a notary can charge per signing. With all of these rules, it can be quite a confusing process, and along with the frustration of opening your own business, it can quickly become a nightmare. Fortunately, with this new book, you will have a comprehensive toolkit on not only how to become a notary, but on how to open your own notary business and cash in on the booming market as well. Whether you will be a mobile signing agent or you are looking to buy or rent office space, this book can help you with a wealth of start-up information, from how to form and name your business to deciding if this will be a joint venture or if you would rather work solo. Valuable information on forming a partnership, LLC, corporation, or becoming a sole proprietor, the four types of business formations, is included, and also the legal implications of each. You will learn the ins and outs of the application process state-by-state, including which states require training sessions and exams, and also information on the appointment process and individual state laws that govern the practice of notaries. Beyond providing you with the information on becoming a notary, you will be supplied with a wealth of information about opening your own notary business, including working as a mobile signing agent, where you travel to your customers, or operating a full-scale notary business managing other notaries. A special chapter on services you can offer and average prices charged for those services will be included, and also information on charging for travel fees, appointment no-shows, emergency notarizations, and many other services that can be offered for a fee. This complete manual will arm you with everything you need, including sample business forms, leases, and contracts; worksheets and checklists for planning, opening, and running day-to-day operations; plans and layouts; and dozens of other valuable, time-saving tools of the trade that no business owner should be without. A special section on the importance of keeping your notary journal up-to-date is included, and also information on your notary stamp. You will learn how to draw up a winning business plan (the companion CD-ROM has the actual business plan you can use in Microsoft and about basic cost control systems, copyright and trademark issues, branding, management, legal concerns, sales and marketing techniques, and pricing formulas. A detailed glossary of mortgage and other legal terms will be included, along with helpful information on how to set up computer systems to save time and

money, hire and keep a qualified professional staff, meet IRS requirements, manage and train employees, generate high profile public relations and publicity, and implement low cost internal marketing ideas. You will learn how to build your business by using low and no cost ways to satisfy customers, and also ways to increase sales, have customers refer others to you, and thousands of excellent tips and useful guidelines.

## **Book Information**

Paperback: 288 pages

Publisher: Atlantic Publishing Company (January 2009)

Language: English

ISBN-10: 1601382812

ISBN-13: 978-1601382818

Product Dimensions: 5.9 x 0.9 x 8.9 inches

Shipping Weight: 12.8 ounces (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars 15 customer reviews

Best Sellers Rank: #177,070 in Books (See Top 100 in Books) #5 in Books > Law > Law Practice > Legal Services #97 in Books > Law > Legal Education > Legal Profession #285 in Books > Business & Money > Small Business & Entrepreneurship > New Business Enterprises

## **Customer Reviews**

This book is a great investment. The principles you learn can be applied to any business you create. The info was in great detail and even has website links where you can gain information or sign up for services.

Give a great layout of starting a notary business. I checked it out of library after getting half way through I checked prices on .Had my book within 14 days. Price was right. Thanks

great

Love this book... great roadmap to a starting Notary biz

Excellent, easy to read, easy to search, and to the point.

It goes along with the others. Good

This book is extremely helpful. Especially since my state doesn't offer much guidance. I knew nothing about the field, but now feel a lot better

GOOD

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