



Notary Supplies Order Form

1. NOTARY INFORMATION

Name _____

Organization _____

Address Business Home _____

City _____

State _____ Zip Code _____

Daytime Phone _____ Home Phone _____

Email Address _____ Fax _____

IMPORTANT: NNA Member Number
If you're joining now, write "NEW."

2. SHIPPING INFORMATION

For shipment to a different address, please indicate below.

Same as: Notary Information Payment Information

Address: _____

City _____ State _____ Zip _____

NOTE: Orders cannot be shipped to P.O. Boxes via UPS or FedEx. U.S. Priority mail will be used if P.O. Box provided.

4. SUPPLY ITEMS

Use this section to order all Notary supplies.

ITEM NUMBER	QUANTITY	ITEM DESCRIPTION	PRICE EACH	TOTAL
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

SHIPPING RATES*		
Ground	2-Day Air	Next-Day Air
\$5.00	\$12.95	\$21.95

Visit NationalNotary.org/Support/Shipping-Taxes for more information.

Shipping rates subject to change

CONFIRMING ORDERS: If you have placed your order by phone, fax or online and paid by credit card, please DO NOT mail a duplicate confirming order.

VISIT NATIONALNOTARY.ORG/RETURNS TO VIEW OUR COMPLETE RETURN POLICY. CANCELLATION, TRANSFER AND REFUND POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Convenient Ordering Options

1-800-US NOTARY (1-800-876-6827)
Monday–Friday, 6:00 a.m.–5:00 p.m. Pacific Time
Please have your credit card ready.

National Notary Association
P.O. Box 2402
Chatsworth, CA 91313-2402

NationalNotary.org

1-800-833-1211

3. MEMBERSHIP/INSURANCE/BOND

Use this section only if you are joining the NNA* or if you are purchasing errors & omissions insurance or a Notary bond.

NNA Membership \$
A great opportunity to match your membership to your commission years!
 1-Yr: \$69 Item #1610012 3-Yrs: \$165 Item #1610036
 2-Yrs: \$119 Item #1610024 4-Yrs: \$199 Item #1610048

Notary Errors & Omissions Insurance State: _____ \$
Policy Term (years): _____
Amount (\$): _____

Notary Bond \$
State: _____ Amount (\$): _____

Subtotal \$
Enter this amount in Step 4 below.

BONDS AND E&O POLICIES UNDERWRITTEN BY MERCHANTS BONDING COMPANY (MUTUAL), WEST DES MOINES, IOWA. PENNSYLVANIA BONDS AND E&O POLICIES UNDERWRITTEN BY MERCHANTS NATIONAL BONDING, INC., AN AFFILIATE OF MERCHANTS BONDING COMPANY (MUTUAL), AGENT FOR ALL BONDS AND E&O POLICIES IS N.N.A. INSURANCE SERVICES. COMMISSION NUMBER AND COMMISSION EFFECTIVE AND EXPIRATION DATES REQUIRED FOR E&O POLICY ACTIVATION. THE COVERAGE PROVIDED BY ANY POLICY ISSUED SHALL BE DETERMINED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE POLICY ISSUED, ANY CONTRARY REPRESENTATIONS HEREIN NOTWITHSTANDING.

Source Code: A63704

Subtotal of Supply Items \$

Shipping Charges (see rates at left) \$
 Ground 2-Day Air Next-Day Air

Add State/Local Taxes \$
(For delivery to CA, NV and WA.)

Subtotal of Membership/Insurance/Bond \$

TOTAL \$

*Rates listed apply to 48 contiguous states. For shipment to all other destinations, call for rates.

Have You Remembered to:

1. Enclose your payment or include your credit card information with the expiration date?
2. Include your commission information for seals? See ordering instructions for state-specific requirements.
3. Provide all information for business cards?
4. Include your NNA member number?
5. Print your name and complete address clearly?
6. Include your daytime telephone number?

To avoid delays when ordering an official Notary seal stamp, please read and follow the instructions below under Notary seal stamps and embosser requirements.

Prices subject to change.

Thank You for Your Order!

CONTACT INFORMATION

Customer Care: 1-800-876-6827
Fax: 1-800-833-1211

General Email: Services@NationalNotary.org
Bond Releasing Email: Releasing@NationalNotary.org



YOUR SATISFACTION IS OUR PRIORITY

At the NNA, we stand behind all our products. Please visit NationalNotary.org>Returns for our complete return and refund policy or contact customer care at 1-800-876-6827.

ORDER FULFILLMENT

We normally fill your order within one business day of receiving it, except for Notary seals and business cards.

GROUND

We ship UPS Ground or first-class mail. Your order will typically arrive within 7 to 10 working days. **Custom items will be shipped separately**, as soon as they are available.

2-DAY / NEXT-DAY AIR

Orders received by 12:00 p.m. Pacific Time (Monday - Friday) will be shipped the same day, except for custom items. **Custom items will be shipped separately**, as soon as they are available.

P.O. BOXES

Orders cannot be shipped via UPS or FedEx to P.O. Boxes. We will ship via first-class mail if P.O. Box is provided.

BUSINESS CARDS

When ordering business cards, be sure to accurately enter all custom information on the order form. We cannot produce these items unless this information is provided. Please double check to ensure all information is correct, as we cannot be responsible for your errors. Business cards require 2–3 weeks to produce, and **will be shipped separately**, as soon as they are available.

NOTARY SEAL STAMPS AND EMOSSERS

These items are custom made to your state's specifications. Please allow 2–3 business days to manufacture and ship.

Notary seal stamps and embossers cannot be manufactured until all required documents are received by fax or mail. For assistance, call us at: 1-800-876-6827.

Notary seal stamps and embossers will be **shipped separately**, as soon as they are available.

SPECIAL SHIPPING REQUESTS

For special shipping requests, call us at: 1-800-876-6827.

REQUIREMENTS FOR NOTARY SEAL STAMPS/EMBOSSERS

IMPORTANT: Visit NationalNotary.org/SealRequirements for seal stamp and embosser requirements for your state.

5. NOTARY BONDS

To complete your bond order in:

CALIFORNIA: Email, fax or mail a copy of your commission certificate.
FLORIDA AND TEXAS: No further action is needed. Your bond was executed with your commission application.
MISSOURI: Email, fax or mail a copy of your Commission Certificate and/or Letter.
PENNSYLVANIA: Email, fax or mail a copy of your bond and oath form with commission information.
ALL OTHER STATES: Contact Customer Care at 1-800-876-6827 for instructions.

6. NOTARY SEALS

To avoid delays when ordering an official Notary seal stamp, please visit NationalNotary.org/SealRequirements for more information on Notary seal stamps and embosser requirements.

PENNSYLVANIA NOTARIES must provide the City, Township or Borough and the County of your principal place of business with the Commission Certificate copy or Appointment Letter.

City

County

PLEASE NOTE: Notary seals are custom-made to your state's specifications and require approximately 2–3 business days to produce. If you do not yet have the documentation for your seal, we will ship the other items and hold your seal until the documentation is received. Bonds are sent separately.

7. BUSINESS CARDS

When ordering BUSINESS CARDS, print all information below. Max. four lines. Line 1 (name), max. 29 characters/spaces; lines 2–4 (contact info.), max. 40 characters/spaces. We cannot produce these items unless this section is complete.

PLEASE NOTE: Make sure the information below is accurate. We cannot be responsible for your errors. Business cards require approximately 2–3 weeks to produce and will ship separately, as soon as they are available.

Line 1

Line 2

Line 3

Line 4

8. PAYMENT

If credit card billing address is different than Notary information, please fill out billing address below.

Check or Money Order Enclosed (payable to National Notary Association)

Charge to My:



Credit Card Number

| | | | | | | | | | | | | | | | | | | | | |

Expiration Date

Signature (as on credit card)

Name on Card

Billing Address

City

State

Zip

Charges to your credit card will be noted as 'NNA Services, LLC' on your credit card statement.