

## IGNITE NOTARY AND MORE LLC SERVICE AGREEMENT

This Service Agreement is entered into by and between **Ignite Notary & More LLC**, owned and operated by **Ignite Notary and More LLC** and the **client** requesting services.

By booking any service with Ignite Notary & More LLC, the Client agrees to the terms outlined below.

### LEGAL DISCLAIMER

Ignite Notary & More LLC does not provide legal advice or interpret legal documents. Clients are responsible for understanding the documents they sign. For legal guidance, we partner with a licensed estate planning attorney who can assist with estate-related matters; however, all legal advice must be provided directly by an attorney.

### PAYMENT TERMS

- A **50% deposit** is required for scheduled services.
- The remaining balances are due at the time of service.
- Accepted payment methods may include cash Zelle, Paypal and Venmo
- Partner consultations are complimentary. To reserve your appointment, a \$10 booking fee is required and will be fully refunded after the consultation is completed.

### CANCELLATION POLICY

- Clients must provide at least **24 hours' notice** for cancellations or rescheduling.
- Cancellations made less than 24 hours in advance may result in forfeiture of the deposit.

### NO-SHOW POLICY

- Failure to appear at the scheduled appointment without notice will be considered a **No-Show**.
- For paid services:
  - The **deposit will be retained** by Ignite Notary & More LLC.
- For partner consultations (free services):
  - A **\$10 No-Show Fee** will apply (see Section "PARTNER CONSULTATION POLICY (FREE SERVICES)").

### LATE ARRIVAL POLICY

- Clients are expected to be present and ready at the agreed appointment time.
- A **\$15 late fee** will be applied after a reasonable grace period.
- Additional waiting time may result in **incremental hourly charges**.
- Excessive delays may result in cancellation and forfeiture of the deposit.

### TRAVEL & MOBILE SERVICES

- Mobile services may include travel fees based on distance and location.
- Travel fees are non-refundable once the notary is in route.

## CLIENT RESPONSIBILITIES

### For Notary Services:

- Provide valid, government-issued identification at the time of notarization
- Ensure all documents are complete and ready (unless document prep service is requested)
- Be mentally competent and willing to sign without coercion
- Ensure all required signers are present at the scheduled time

### For Marriage Officiant Services:

- Obtain a valid marriage license before the ceremony in accordance with state requirements
- Present the marriage license at the time of the ceremony
- Ensure any required witnesses are present, if applicable

### For Apostille Services:

- Provide original documents eligible for apostille certification
- Provide accurate destination country information and any required supporting details
- Failure to meet these requirements may result in cancellation without refund.

## PARTNER CONSULTATION POLICY (FREE SERVICES)

- Ignite Notary & More LLC collaborates with business partners to provide **free consultations** (e.g., tax, legal referrals, financial services, etc.).
- To respect our partners' time:
- A **\$10 Consultation Hold Fee** is required to schedule
- The fee is **fully refunded immediately after the consultation is completed**
- If the Client does not attend:
  - The **\$10 fee is retained as a No-Show Fee**

## LIMITATION OF LIABILITY

- Ignite Notary & More LLC is not responsible for:
- The content, legality, or accuracy of documents
- Client errors or omissions
- Delays caused by incomplete or incorrect documentation
- Services are provided in good faith and in compliance with Florida notary laws.

## REFUNDS

- Deposits are applied toward the total service fee to secure the appointment time and are therefore non-refundable. Clients may cancel or reschedule with at least **24 hours'** notice, in which case the deposit will be transferred to a new appointment date or refunded.

- For marriage ceremony services, a minimum of **72 hours'** notice is required for cancellation to qualify for a deposit refund. Cancellations made less than 72 hours in advance may result in forfeiture of the deposit.
- Completed services are non-refundable. However, if an error occurs on the part of Ignite Notary and More LLC, we will make every reasonable effort to correct the issue and ensure the service is properly completed. If the service cannot be completed after such efforts, a full refund may be issued at the discretion of the Company.

### **AGREEMENT ACKNOWLEDGMENT**

By booking services with Ignite Notary & More LLC, the Client acknowledges that they have read, understood, and agreed to all terms outlined in this Agreement.

**Ignite Notary & More LLC**  
Owner: **Keila N. Ramirez**