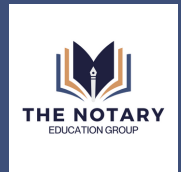




# Notary Fee & Market Analysis Worksheet



## SECTION 1 KNOW YOUR STATE RULES

### Check Your State's Maximum Notary Fees

- What is your state's cap on general notarial acts? (e.g., per signature, per stamp)
- Is there a cap for mobile/travel fees?
- Are online notarization fees regulated separately?

State: \_\_\_\_\_

Max Fee Per Notarization: \$ \_\_\_\_\_

Mobile Notary Fee Cap (if any): \$ \_\_\_\_\_

RON Fee Cap (if applicable): \$ \_\_\_\_\_

**Resource:** Visit your Secretary of State or Department of State website for fee regulations.

## SECTION 2: CALCULATE YOUR BUSINESS COSTS

- A. Time & Travel Costs (per appointment):
- Average roundtrip mileage: \_\_\_\_\_ miles
- Federal mileage rate: \$ \_\_\_\_\_
- Estimated time roundtrip: \_\_\_\_\_ minutes
- Hourly value of your time: \$ \_\_\_\_\_

### B. Supplies & Tools:

- Printer/ink/toner cost per job: \$ \_\_\_\_\_
- Paper usage (per job): \$ \_\_\_\_\_
- Software/platform subscription fees (monthly): \$ \_\_\_\_\_
- Cybersecurity tools/insurance (monthly): \$ \_\_\_\_\_
- Internet/phone bill share (monthly): \$ \_\_\_\_\_

### C. Annual Costs (Divide by 12 to find monthly):

- E&O Insurance: \$ \_\_\_\_\_
- Training/Certifications: \$ \_\_\_\_\_
- Business Licenses: \$ \_\_\_\_\_

**Add all these costs together to get a Monthly Overhead Total.**

Monthly Business Cost: \$ \_\_\_\_\_



**Revisit this worksheet quarterly or whenever fuel prices, regulations, or technology platforms change.**

## 3 EVALUATE THE LOCAL MARKET

### Survey 5-10 Notaries in Your Area (Online or via Phone)

Competitor	Type (Mobile/ RON)	General Fee	Travel Fee	Loan Signing Fee

Average general notary fee in your area? \$ \_\_\_\_\_

Average mobile notary fee in your area? \$ \_\_\_\_\_

Average loan signing fee or specialized service fee? \$ \_\_\_\_\_

## 4 REFLECT & ADJUST

**Based on your costs and market trends, are you:**

Undercharging ☐

Charging within the average ☐

Positioned as premium (and clearly marketing the value) ☐

## 5 ACTION PLAN

What expenses can be reduced or passed on to the client transparently?

How will you clearly communicate your fees and value? (e.g., on your website, in emails, over the phone)