
LEGAL DOCUMENT PACKAGE

UPTOWN NOTARY & SIGNING CO., LLC

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701 Commerce St., Ste 615 | Dallas, TX 75202
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Effective Date: May 1, 2025

DOCUMENT 01

Terms of Service

Effective Date: May 1, 2025 | Uptown Notary & Signing Co., LLC | Dallas, Texas

1. ACCEPTANCE OF TERMS

By scheduling, booking, or using any service provided by Uptown Notary & Signing Co., LLC (UNSC, we, our, or us), you (Client, you, or your) agree to be bound by these Terms of Service (Terms). If you do not agree to these Terms, you may not use our services. These Terms apply to all in-office, mobile concierge, remote online notarization (RON), and any ancillary services offered by UNSC.

2. DESCRIPTION OF SERVICES

UNSC provides the following professional document and notary services:

- In-office and mobile notarization services
- Remote Online Notarization (RON) via approved Texas platforms
- Loan signing agent services for real estate transactions
- Apostille and document authentication facilitation
- I-9 employment eligibility verification
- Wedding officiation and ceremony services
- Field inspection and courier services
- Witness services and document printing
- Business startup and government contracting support

3. NOT LEGAL ADVICE

UNSC IS NOT A LAW FIRM AND DOES NOT PROVIDE LEGAL ADVICE. Nothing provided by UNSC — including document preparation, notarization, signing agent services, or any communication — constitutes legal advice. Clients are strongly encouraged to consult a licensed Texas attorney for guidance on any legal matter. UNSC notaries are authorized only to perform notarial acts as defined under Texas Government Code Chapter 406 and applicable law.

4. CLIENT RESPONSIBILITIES

By using our services, you agree to:

- Present valid, unexpired, government-issued photo identification at the time of signing
- Ensure all documents presented for notarization are UNSIGNED prior to the appointment
- Provide accurate and complete information when booking services
- Arrive on time or notify UNSC at least 2 hours in advance of any schedule changes
- Not request services that are unlawful, fraudulent, or deceptive in nature

- Pay all fees as agreed upon at the time of booking

5. PRICING AND PAYMENT

Service fees are established at the time of booking and are non-negotiable unless modified in writing by UNSC. Standard fees include: In-office notarization from \$10 per notarization; Remote Online Notarization (RON) at \$35 per notarization; Mobile concierge travel fees starting at \$50 for Dallas County. Additional fees apply for additional signers, witnesses, document printing, and specialty services. Payment is due at the time of service unless otherwise agreed in writing.

6. LIMITATION OF LIABILITY

UNSC's liability for any claim arising from services rendered shall not exceed the total fees paid by the Client for the specific service giving rise to the claim. UNSC shall not be liable for any indirect, incidental, special, consequential, or punitive damages, including but not limited to loss of profits, loss of data, or business interruption. UNSC maintains Errors & Omissions (E&O) insurance and a surety bond as required by Texas law.

7. GOVERNING LAW

These Terms shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflict of law provisions. Any dispute arising under these Terms shall be subject to the exclusive jurisdiction of the state and federal courts located in Dallas County, Texas.

8. MODIFICATIONS

UNSC reserves the right to modify these Terms at any time. Updated Terms will be posted at www.uptownnotarysigning.com and will be effective immediately upon posting. Continued use of UNSC services after any modification constitutes acceptance of the revised Terms.

DOCUMENT 02

Privacy Policy

Effective Date: May 1, 2025 | Uptown Notary & Signing Co., LLC | Dallas, Texas

1. INFORMATION WE COLLECT

UNSC collects the following categories of personal information:

- **Identity Information:** Full legal name, date of birth, government-issued ID number and type
- **Contact Information:** Phone number, email address, mailing address
- **Transaction Information:** Services rendered, fees paid, payment method (type only — no full card numbers stored)
- **Document Information:** Type of documents notarized (not the content of documents)
- **Communication Records:** Emails, texts, and call logs related to service requests
- **Technical Information:** IP address, browser type, and usage data collected via our website

2. HOW WE USE YOUR INFORMATION

We use collected information solely for the following purposes:

- To perform and complete notarization and signing services
- To verify your identity as required by Texas notary law
- To communicate with you about appointments, invoices, and follow-ups
- To maintain our notary journal as required by Texas Government Code Chapter 406
- To comply with applicable laws, regulations, and court orders
- To improve our services and respond to inquiries

3. INFORMATION WE DO NOT SHARE

UNSC does not sell, rent, or trade your personal information to third parties for marketing purposes. We do not share your information with advertisers. Information may be disclosed only: (a) as required by law or court order; (b) to title companies, lenders, or principals directly involved in a transaction you have authorized; (c) to our professional service providers (e.g., accounting, insurance) under strict confidentiality agreements.

4. DATA RETENTION

UNSC retains notary journal records for a minimum of 10 years as required by Texas law. Client contact and transaction records are retained for 7 years for business and tax purposes. You may request deletion of non-legally-required data by contacting us in writing.

5. SECURITY

We implement reasonable administrative, technical, and physical safeguards to protect your personal information from unauthorized access, disclosure, alteration, or destruction. However, no method of electronic transmission or storage is

100% secure, and we cannot guarantee absolute security.

6. CONTACT

For privacy inquiries or data deletion requests, contact: Jason B. Horton, Uptown Notary & Signing Co., LLC, 701 Commerce St., Ste 615, Dallas, TX 75202 | 214.214.2816 | www.uptownnotarysigning.com

DOCUMENT 03

Client Service Agreement

This Agreement is entered into between Uptown Notary & Signing Co., LLC and the Client identified below.

Client Name:	_____	Date:	_____
Phone:	_____	Email:	_____
Service Requested:	_____	Fee Quoted: \$	_____
Appointment Date:	_____	Time:	_____
Location:	_____		

TERMS AND CONDITIONS

1. SCOPE OF SERVICES

UNSC agrees to perform the notarial act(s) and/or signing agent services described above in compliance with Texas Government Code Chapter 406, Texas Administrative Code, and all applicable federal and state laws.

2. IDENTIFICATION REQUIREMENT

Client acknowledges that valid, unexpired, government-issued photo identification **MUST** be presented at the time of signing. Acceptable forms include: Driver's License, State ID, U.S. Passport, Military ID, or Permanent Resident Card. UNSC reserves the right to refuse service if satisfactory identification cannot be provided.

3. DOCUMENTS MUST BE UNSIGNED

Client represents and warrants that all documents presented for notarization are **UNSIGNED** at the time of the appointment. Notarizing a pre-signed document is a violation of Texas notary law. UNSC will not notarize any document that has been previously signed and accepts no liability for documents presented in violation of this requirement.

4. NO LEGAL ADVICE

UNSC does not provide legal advice and is not authorized to do so. Client acknowledges that questions regarding the legal effect, content, or sufficiency of any document must be directed to a licensed attorney. UNSC notaries will not advise on how to complete, modify, or interpret any document.

5. FEES AND PAYMENT

Client agrees to pay the fee quoted above at the time of service. Mobile travel fees are non-refundable once the notary has departed for the appointment location. Returned checks are subject to a \$35 returned check fee.

6. CANCELLATION

Cancellations made less than 2 hours before a scheduled appointment may result in a cancellation fee of up to \$25. Mobile appointments cancelled after departure are subject to the full travel fee. See the Cancellation Policy for details.

7. ERRORS AND OMISSIONS

UNSC maintains Errors & Omissions (E&O) professional liability insurance and a Texas notary surety bond. Liability is limited to the fees paid for the specific service giving rise to any claim.

8. CONFIDENTIALITY

UNSC will maintain the confidentiality of all information related to Client's documents and transactions in accordance with our Privacy Policy and applicable Texas law.

CLIENT ACKNOWLEDGMENT AND SIGNATURE

By signing below, Client acknowledges having read, understood, and agreed to the terms of this Service Agreement, the Terms of Service, Privacy Policy, and all applicable UNSC policies.

Client Signature

Print Name

Date

Notary / Agent

DOCUMENT 04

Remote Online Notarization (RON) Disclosure

Required Disclosure — Texas Government Code Chapter 406, Subchapter C

1. AUTHORIZATION

UNSC is authorized to perform Remote Online Notarization (RON) pursuant to Texas Government Code §406.101 et seq. and Texas Administrative Code Title 1, Part 4, Chapter 87. Jason B. Horton is a commissioned Texas notary public and is authorized to perform RON using an approved RON platform.

2. WHAT IS RON?

Remote Online Notarization is a notarial act performed using audio-visual communication technology, allowing the notary public and the signer(s) to be in different physical locations. The signer appears before the notary via live two-way audio-visual technology, and documents are signed using electronic signatures.

3. IDENTITY VERIFICATION

RON sessions require multi-factor identity verification including: (a) Knowledge-Based Authentication (KBA) — a series of questions based on public and proprietary data sources; and (b) Credential Analysis — dynamic analysis of a government-issued ID. Both verification methods must be successfully completed before the notarial act may proceed.

4. RECORDING

Texas law requires that all RON sessions be recorded. By proceeding with a RON session, Client consents to the audio-visual recording of the entire notarial act. Recordings are retained by the RON platform for a minimum of 10 years as required by Texas law.

5. TECHNOLOGY REQUIREMENTS

Client is responsible for ensuring they have access to a compatible device with a working camera, microphone, and stable internet connection. UNSC is not responsible for technical failures on the Client's end. If a session cannot be completed due to technology issues, a rescheduling fee may apply.

6. ELECTRONIC SIGNATURE

Documents notarized via RON will contain an electronic notarial certificate and electronic seal. Electronic notarizations have the same legal effect as traditional wet-ink notarizations under Texas law. Not all recipients (e.g., foreign governments, certain courts) accept electronically notarized documents — Client is responsible for confirming acceptability with the receiving party before proceeding.

7. FEES

RON services are charged at \$35.00 per notarization, plus \$15.00 per additional signer, as authorized under Texas Government Code §406.024 and Texas Secretary of State guidelines.

CLIENT ACKNOWLEDGMENT

By proceeding with a RON session, I acknowledge that I have read and understood this disclosure.

Client Signature

Date

Print Name

Session ID

DOCUMENT 05

Cancellation & Refund Policy

Effective Date: May 1, 2025 | Uptown Notary & Signing Co., LLC

1. IN-OFFICE APPOINTMENTS

Cancellations made 2 or more hours before the scheduled appointment time: No charge. Cancellations made less than 2 hours before the appointment: \$25 cancellation fee. No-shows (Client does not appear and does not cancel): \$25 no-show fee.

2. MOBILE CONCIERGE APPOINTMENTS

Cancellations made 2 or more hours before the notary departs: No charge. Cancellations made after the notary has departed: Full travel fee (\$50 Dallas County / \$75+ other counties). Cancellations made less than 2 hours before departure: \$25 cancellation fee plus any incurred travel costs. No-shows at the appointment location: Full travel fee plus \$25 no-show fee.

3. REMOTE ONLINE NOTARIZATION (RON)

RON sessions cancelled 1 or more hours before the scheduled session: No charge. RON sessions cancelled less than 1 hour before: \$15 late cancellation fee. Sessions that fail due to Client's technology failure after the session begins: \$15 reconnect/reschedule fee. Identity verification failures that prevent completion of the session are non-refundable if verification was attempted.

4. LOAN SIGNINGS

Loan signing cancellations are subject to the terms negotiated with the title company, lender, or signing service. Last-minute cancellations (within 2 hours of signing) by the Client or instructing party may result in a fee up to the full signing fee. UNSC will not be held responsible for delays caused by lender or title company actions.

5. REFUNDS

Refunds for services already rendered are not provided except in cases of verifiable notary error. If UNSC makes an error in the performance of a notarial act, we will re-perform the service at no additional charge or issue a refund of the fee paid for that specific service, at UNSC's discretion. Requests for refund must be submitted in writing within 14 days of the service date.

6. RESCHEDULING

One complimentary reschedule is permitted per appointment with at least 2 hours' notice. Subsequent rescheduling requests may be subject to a \$15 rescheduling fee. Rescheduling is subject to availability and is not guaranteed.

7. FORCE MAJEURE

UNSC will not be liable for cancellations caused by events beyond our reasonable control, including but not limited to severe weather, natural disasters, power outages, or medical emergencies. In such cases, UNSC will reschedule the

appointment at no additional charge.

QUICK REFERENCE SUMMARY

Service Type	Cancellation Window	Fee
In-Office	2+ hours before	No charge
In-Office	Less than 2 hours	\$25
In-Office	No-show	\$25
Mobile	2+ hours (before departure)	No charge
Mobile	After departure	Full travel fee
RON	1+ hour before	No charge
RON	Less than 1 hour	\$15
Loan Signing	2+ hours before	No charge
Loan Signing	Within 2 hours	Up to full fee

For questions about this policy, contact Uptown Notary & Signing Co., LLC at 214.214.2816 or www.uptownnotarysigning.com