FolarraStudio

Notary Public Journal

witness · verify · record

PRINTABLE · NOTARIAL ACTS, FEES & MILEAGE

This Journal Belongs To

for notaries and mobile notaries

NOTARY _____

COMMISSION STATE _____

COMMISSION EXPIRES _____

PHONE / EMAIL _____

YEAR _____

How to use this journal

- Print the whole planner once, then print extra copies of the pages you use most, such as the Journal and Entry pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Record each notarial act as it happens. Follow your state rules for required journal fields.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My work word

Why I serve

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tap a title in the digital planner to jump to it

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Notarial Acts Journal

one line per act

DATE & TIME	ACT TYPE	DOCUMENT	SIGNER	ID CHECKED	FEE
				☐	
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				☐	

Detailed Entry

one signing per page

DATE & TIME _____ LOCATION _____

SIGNER _____ DOCUMENT _____

ID type & expiry

Witnesses

Signature

Notes

Signing Appointments

mobile visits

DATE	TIME	CLIENT	ADDRESS	FEE

Commission Details

keep it current

COMMISSION NO. HINT _____ STATE _____

ISSUED _____ EXPIRES _____

Bond & insurance

Training

Mileage Log

drives for work

DATE	FROM	TO	MILES	PURPOSE

TOTAL MILES

Monthly Fees

income by month

YEAR _____ GOAL _____

MONTH	ACTS	FEES	TRAVEL FEES	TOTAL
Jan				
Feb				
Mar				
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
Total				

Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this journal makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

Terms of use

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- Colors may look slightly different on screen and on paper.
- Questions or ideas? Write to me through folarrastudio.com, I am happy to help.

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