



## Strain and Company Notary Services Intake Form

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### 1. Client Information

- **Full Name** (required)
  - **Address** (Street, City, Postal Code) (required)
  - **Phone Number** (required)
  - **Email Address** (required)
  - **Preferred Method of Communication** ( Phone Email)
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### 2. Notary Service Required

- **Type of Notary Service Requested** (check all that apply)
    - Certifying True Copies of Documents
    - Travel Letters (for minors, etc.)
    - Signing Affidavits
    - Statutory Declaration
    - Other (Please specify): \_\_\_\_\_
  - **Brief Description of Documents Needing Notarization** (Please describe the document(s) or reason for service):
    - \_\_\_\_\_
    - \_\_\_\_\_
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### 3. Documents Required

- **What documents will you be bringing for notarization?** (Select all that apply)
    - Identification (ID)
    - Legal Documents (Contracts, Letters, etc.)
    - Other: \_\_\_\_\_
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### 4. Urgency and Timeline

- **Is this a time-sensitive matter?** ( Yes No)

- If yes, please provide any important deadlines or dates:

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## 5. Payment Information

- Are you aware of the fees for this notary service?

- Yes
- No (Please contact us for pricing details)

- Preferred Payment Method:

- Credit Card
  - Debit
  - E-Transfer
  - Other: \_\_\_\_\_
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## 6. Additional Information

- Do you have any questions about the service or additional concerns?

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## 7. Signature and Consent

- **Consent for Personal Information:**

“I consent to the collection and use of my personal information for the purpose of providing notary services, in accordance with privacy laws in British Columbia.”

- **Client Signature:** \_\_\_\_\_

- **Date:** \_\_\_\_\_