

PA NOTARY PUBLIC WEBSITE INFORMATION PACKET

Payment Policies: We will provide this website for the one time setup fee of \$25.00 for your web presence. We will keep your website up and running as long as you are a commissioned Notary Public. Payments are only accepted by check via mail to: PA Notary Public 104 Brinton Street Monroeville PA 15146. This completed packet must accompany payment by regular mail for processing; we do not accept emails, scans or faxes of this packet. We must have original packet for processing.

Website Policies: Your website will be the standard website as shown in the sample page at sample.panotarypublic.com with additional pages for your different services. We will limit the pages to 5. You may place links to your other personal pages. You may change your information at ANY time. In the event there are changes or corrections needed, notify us by email, fax or regular, and we will update the site within 5 business days of receipt of information.

Email policies: Your purchase of the website also includes one email account. This account can be in the name of the business or your personal name again limited only by availability. And we suggest it matches your webpage for continuity and a more professional look.

This email is compatible with Outlook, Thunderbird, Opera, Outlook Express, AOL Windows Mail, or any other mail software you use. We will provide the settings information at the time of setup. This is not a web based account. You must access through an email program. We do have email forwarding available, if you would like to forward it to another account such as Google or Yahoo at an additional charge.

This account also has no limit on incoming size. Be aware if you get large email packages for downloading as a Signing Agent some of the web based email providers like Yahoo and Google can not handle these large attachments.

Information policies: Please choose whether you want this listing under your business name or personal name. Choose carefully, it will match your email account. We suggest choosing three different versions of the existing name so we can check for availability.

Please provide ALL the information asked for in this package so we can setup our website. You are responsible for providing us proper information for publication, we do not provide content. We are not responsible for misinformation or wrong information provided by you. So please be concise in your information. Your picture or logo can be sent to us via email according to the instructions given.

After we receive your information packet we will set up the website for you. Before it becomes live we will send you the link to proof the site and approve. It will not go live without your approval so review it carefully for errors. Make sure your contact information is correct and error free. We will try hard to catch errors but we want you to have the best website available. After your final approval it will go live in 24 hrs along with your email account.

Restricted policies:

We do not allow links to other notary websites, directories, associations etc. You may not advertise for anything or anyone on your website. This site is strictly for notaries services provided by you personally. We reserve the right to remove or not to post any such advertising or links you provide. We also reserve the right to delete any website we think promotes a company such as signing service, or association or notary listing service or unsuitable websites or information.

PA Notary Public Website Information Checklist

General Information NOT FOR POSTING

Name _____ Phone _____
Address _____ Cell _____
City State and Zip _____ Fax _____
Email _____

Information FOR POSTING

Please choose whether you will list under your business name or personal name.
Make sure to provide your business contact information under name section here
if different than business information. This will be listed if box below is checked!

Personal

Business

Business Listing Information

Name of Business _____

Address of Business _____

City, State, Zip _____

Business phone _____ Cell _____ Fax _____

Check here for publishing contact name on a business website.

Contact Name _____

Personal Listing Information

Notary Name _____

Notary Address _____

City, State, Zip _____

Main Phone _____ Cell _____ Fax _____

Additional email addresses, websites or phone numbers _____

Information FOR POSTING

General information

For a business listing, please provide information about you and the company you run. How long you have been in business. How long have you been a notary, what type of services you provide? etc.

For a personal listing, please provide information about you and the services you provide. How long you have been in business. How long have you been a notary, what type of services you provide, what your goals are. Companies you work for etc. etc.

Please email your log or photo to be place on your web page to website@panotarypublic.com. Or you can choose from our collection of clip art at www.panotarypublic.com/clipart.html.

