

PANDA NOTARY CLIENT SERVICE AGREEMENT

By **Business Suite LLC**

Service Provider:

Business Suite LLC / Panda Notary Kansas City

4240 Blue Ridge Blvd, Suite 610

Kansas City, MO 64133

Phone: (913) 626-1900

Email: businesssuitellc@gmail.com

Missouri Notary Commission #: _____

Client:

Name: _____

Address: _____

City, State ZIP: _____

Phone: _____

Email: _____

Service Date: _____

Service Location: _____

1. Services to be Provided

Panda Notary agrees to provide the following mobile notary and/or remote online notarization services ("Services") to Client:

- Witnessing and notarizing signatures on documents provided by Client
- Verifying identity of signers using valid government-issued photo identification
- Administering oaths and affirmations as required by law
- Completing notarial certificates with proper wording, seal, and signature

- Maintaining a notary journal record of the transaction as required by Missouri law

Specific documents to be notarized:

2. Fees and Payment

Service	Fee
Mobile notary base fee	\$ _____
Per signature/seal	\$ _____
Travel fee (if applicable)	\$ _____
After-hours fee (if applicable)	\$ _____
Print fee (if applicable)	\$ _____
Total Fee	\$ _____

Payment is due at time of service via cash, check, Venmo, Zelle, or other agreed method. Client agrees to pay all fees listed above before notarization services are completed.

Cancellation Policy: Client must provide at least 2 hours' notice to cancel or reschedule. Cancellations with less than 2 hours' notice may be subject to a \$25 cancellation fee.

3. Client Responsibilities and Acknowledgments

Client acknowledges and agrees to the following:

3.1 Document Accuracy and Completeness

- Client is solely responsible for the accuracy, legality, and completeness of all documents presented for notarization
- Panda Notary is **not** an attorney and does **not** provide legal advice, draft legal documents, or interpret the meaning or effect of any document
- Client should consult with an attorney if they have questions about the legal implications of any document

- Panda Notary does not verify, guarantee, or assume responsibility for the truthfulness, accuracy, or validity of the contents of any document

3.2 Identity Verification

- Client agrees to present valid, unexpired government-issued photo identification (driver's license, passport, state ID, or military ID)
- Client confirms they are signing documents of their own free will, without coercion or undue influence
- Client is mentally competent and understands the nature of the documents they are signing

3.3 Signer Presence

- For in-person notarizations, all signers must be physically present before the notary at the time of notarization
- For remote online notarizations (RON), all signers must appear via live audio-video technology and meet Missouri RON requirements
- Client may not sign documents before or after the notary appointment; signatures must occur in the notary's presence

4. Scope and Limitations of Notary Services

4.1 Role of Notary Public

Client understands that a notary public is an impartial witness whose role is limited to:

- Verifying the identity of signers
- Witnessing the signing of documents
- Administering oaths or affirmations
- Completing notarial certificates

4.2 Prohibited Actions

Missouri law **prohibits** notaries from:

- Providing legal advice or interpreting documents
- Notarizing documents in which the notary has a direct beneficial interest
- Notarizing incomplete documents (all blanks must be filled or marked "N/A")
- Making determinations about the validity, enforceability, or legal effect of documents
- Notarizing signatures of individuals who are not physically or electronically present

4.3 Refusal of Service

Panda Notary reserves the right to refuse notarization if:

- Signer cannot provide valid identification
- Signer appears to be under duress, coercion, or undue influence
- Signer appears mentally incompetent or unable to understand the transaction
- Document is incomplete, illegible, or contains obvious errors
- Notarization would violate Missouri notary law or ethical standards
- Notary has a conflict of interest or beneficial interest in the transaction

No refund of fees will be issued if service is refused due to Client's failure to meet notarization requirements.

5. Liability Limitation and Hold Harmless Agreement

5.1 Limitation of Liability

TO THE FULLEST EXTENT PERMITTED BY MISSOURI LAW:

Panda Notary's liability for any claim arising out of or related to the Services provided under this Agreement is **strictly limited to the**

amount of fees paid by Client for the specific notarization service giving rise to the claim.

Panda Notary shall **NOT** be liable for:

- Any indirect, incidental, consequential, special, or punitive damages
- Lost profits, lost business opportunities, or economic losses of any kind
- Damages resulting from the legal effect, validity, or enforceability of any document notarized
- Damages caused by errors, omissions, or inaccuracies in documents **prepared by Client or third parties**
- Rejection of notarized documents by third parties (courts, government agencies, financial institutions)
- Delays in processing or recording documents by third parties
- Any claim arising more than one (1) year after the date of notarization

5.2 Client Indemnification and Hold Harmless

Client agrees to indemnify, defend, and hold harmless Business Suite LLC, Panda Notary Kansas City, and its owner, agents, and affiliates from and against **any and all** claims, liabilities, damages, losses, costs, expenses, fines, penalties, and attorneys' fees arising out of or related to:

- The content, accuracy, legality, or validity of any document presented for notarization
- Any misrepresentation, fraud, or illegal activity by Client or third parties involved in the transaction
- Client's failure to disclose material information or conflicts of interest
- Any dispute between Client and third parties regarding notarized documents
- Client's use of notarized documents for any purpose
- Any claim that Client lacked legal capacity, authority, or free will to sign documents
- Any violation of law by Client in connection with the notarized documents

Example: If Client presents a forged power of attorney for notarization and a third party later sues Panda Notary for damages, Client agrees to defend and reimburse Panda Notary for all legal costs and any judgment or settlement.

5.3 Missouri Notary Law Compliance

This Agreement is subject to Missouri Revised Statutes Chapter 486 and all applicable notary regulations[web:114][web:116]. Missouri law limits notary liability for good-faith errors and provides that notaries are not liable for the legal effect of documents they notarize. This Agreement reflects those statutory protections.

6. Confidentiality and Data Privacy

6.1 Confidential Information

Panda Notary agrees to maintain the confidentiality of Client's personal information and the contents of notarized documents, except as required by law or court order.

6.2 Journal Records

Missouri law requires notaries to maintain a journal of notarial acts[web:116]. Client acknowledges that notary journal records may be subject to legal discovery, subpoena, or inspection by government authorities.

6.3 Data Security

For remote online notarizations, Panda Notary uses secure, encrypted platforms compliant with Missouri RON requirements[web:112]. Client acknowledges that electronic transactions carry inherent risks and agrees that Panda Notary is not liable for data breaches or technical failures beyond its reasonable control.

7. Errors and Omissions Insurance

Panda Notary maintains Errors & Omissions (E&O) insurance coverage of \$_____ as recommended for professional notary services[web:103][web:112]. This insurance covers notary errors in performing notarial acts, but **does not cover** the legal validity or effect of Client's documents.

8. Dispute Resolution and Governing Law

8.1 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri, without regard to conflict of law principles.

8.2 Jurisdiction and Venue

Any dispute arising out of this Agreement shall be brought exclusively in the courts of Jackson County, Missouri. Client consents to personal jurisdiction and venue in Missouri courts.

8.3 Mediation

The parties agree to attempt to resolve any dispute through mediation before filing litigation. Mediation costs shall be shared equally.

8.4 Attorneys' Fees

In any legal action to enforce this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and court costs from the non-prevailing party.

9. General Provisions

9.1 Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior oral or written agreements concerning the Services.

9.2 Amendments

This Agreement may be amended only by a written document signed by both parties.

9.3 Severability

If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.

9.4 Waiver

Failure to enforce any provision of this Agreement does not constitute a waiver of that provision or any other provision.

9.5 Electronic Signatures

This Agreement may be executed electronically, and electronic signatures shall have the same legal effect as handwritten signatures.

10. Client Acknowledgment and Consent

BY SIGNING BELOW, CLIENT ACKNOWLEDGES THAT:

- I have read and understand this entire Agreement
- I agree to all terms, conditions, and limitations set forth above
- I understand that Panda Notary does not provide legal advice
- I am solely responsible for the content and legal effect of all documents I present for notarization
- I agree to the liability limitations and hold harmless provisions in Section 5
- I understand that Panda Notary may refuse service for any reason permitted by law
- I have had the opportunity to consult with an attorney regarding this Agreement

SIGNATURES

CLIENT:

Signature: _____

Printed Name: _____

Date: _____

PANDA NOTARY (Service Provider):

Signature: _____

Printed Name: _____

Business: Business Suite LLC / Panda Notary Kansas City

Date: _____

FOR NOTARY USE ONLY:

Documents notarized: _____

Number of signatures/seals: _____

Journal entry page: _____

Payment received: ☐ Cash ☐ Check # _____ ☐ Venmo ☐ Zelle ☐

Other: _____

*This agreement protects both parties and establishes clear expectations.
By signing, Client agrees to hold Panda Notary harmless from liability
arising from document content, legal validity, or third-party disputes.*