

Ferguson Signature Services, LLC

Fee Schedule & Rate Card

Veteran Owned & Operated | Virginia Notary Reg. No. 8079439, County of Hanover | joe@fergusonsignatureservices.com

This schedule reflects Virginia statutory maximums and current Richmond Metro market rates. All travel fees are disclosed and agreed upon before an appointment is confirmed, per Va. Code § 47.1-19(D).

Traditional Paper Notarization

Service	Fee	Notes
Notarial act (acknowledgment, jurat, certified copy, oath)	\$10 per act	Virginia statutory maximum, Va. Code § 47.1-19(A)
Minimum appointment fee (in-office, 1-3 acts)	\$25	Applies to in-office appointments. Credited toward act fees.
Witness provided (if available)	\$75	Business hours. Subject to availability.

Mobile Notary — Travel Fee Schedule

Travel fees are added to the per-act notarial fee.

Zone	Distance (from Hanover County office)	Travel Fee	Notes
Zone 1	0-10 miles	\$60	Hanover County and immediate Richmond area
Zone 2	11-20 miles	\$85	Greater Richmond Metro
Zone 3	21-35 miles	\$110	Extended service area
Zone 4	Beyond 35 miles	By quote	Contact for rate. Agreed in advance.

Loan Signing & Real Estate Document Packages (Mobile)

All-inclusive package pricing covers travel, printing of the closing package, notarial acts, and scan-back or return-shipping coordination. Provided to title companies and closing offices upon onboarding.

Package	Zone 1	Zone 2	Zone 3
Standard loan package — up to 120 pages, edoc, buyer copies included	\$125	\$150	\$175
Oversized package — 121 to 200 pages	\$150	\$175	\$200
Preliminary / pre-closing document package — up to 100 pages	\$125	\$150	\$175
After-hours surcharge (after 5:00 PM weekdays)	+\$50	+\$50	+\$50
Weekend / holiday surcharge	+\$50	+\$50	+\$50
Cancellation (within 2 hours of appointment)	\$75	\$75	\$75

Remote Online Notarization (RON)

Virginia caps the notarial act fee at \$25 per electronic act (Va. Code § 47.1-19(B)). Technology and identity verification fees are separate services and are not subject to the notarial act cap. All fees are disclosed to the client and collected via Stripe before the session begins.

Fee Component	Amount	Notes
Electronic notarial act	\$25 per act	Virginia statutory maximum, Va. Code § 47.1-19(B)
Session technology fee	\$15 per session	Covers RON platform, encrypted session recording, and document storage
Identity verification fee	\$10 per signer	Knowledge-based authentication and credential analysis required by Virginia eNotary rules
Typical RON session total — 1 act, 1 signer	\$50	\$25 notarial act + \$15 technology + \$10 ID verification
Each additional notarial act, same session/signer	\$25 per act	
After-hours RON (after 5:00 PM weekdays)	+\$25	Added to session total
Weekend / holiday RON	+\$25	Added to session total

Market Position

Rates researched across active Virginia notary services, Richmond Metro area, 2026:

Service	Market Range (Virginia)	Ferguson Rate
Paper notarial act	\$10 (statutory maximum)	\$10 per act
Mobile travel — 0 to 10 miles	\$50-\$70	\$60
Mobile travel — 11 to 20 miles	\$75-\$100	\$85
Mobile travel — 21 to 35 miles	\$100-\$130	\$110
Standard loan signing package	\$100-\$225	\$125-\$175
RON session — typical total	\$25-\$60	\$50

Rates effective as of August 2026 and subject to change. This document mirrors the fee schedule filed in the Ferguson Signature Services VR&E business plan (Section 10) and is intended for client-facing use — on the website pricing page and as a printed handout for closing offices, title companies, and signing platforms.