



311 Lebreton Street South, Ottawa, ON, K1S 4L4 CANADA
Regular Phone Number: 613.355.0239 | Fax Number: 1.855.264.3649
Regular Email Address: service@bytownenotaryottawa.com

PRICE LIST, SERVICE TERMS AND ONBOARDING FORM

We thank you for your visit to our premises ...

A. PRICE LIST

Step One: Please note our prices and **circle one or more selections below:**

	SERVICE		OPTIONAL: Fast Draft [We can draft your document if you don't have one ready]		OPTIONAL: Complementary Services [Depository; Wax Seal; Wax Seal with Silver or Gold Inlay]			
	1st Doc	More Docs	1st Doc	More Docs	Depository	Wax Seal	Silver Seal	Gold Seal
Affidavit	\$15	\$10/each	\$125	\$40/each	\$40	\$40	\$60	\$80
Authentication [typically step 1 of 2] [Note: notarization is a separate step]	\$100	\$75	NA	NA	NA	\$40	\$60	\$80
Legalization [typically step 2 of 2] [Note: notarization is a separate step]	\$100	\$75	NA	NA	NA	\$40	\$60	\$80
Certified True Copy	\$15	\$10	NA	NA	\$40	\$40	\$60	\$80
Commissioner of Oath	\$15	\$10/each	\$125	\$40/each	\$40	\$40	\$60	\$80
Consent to Travel Document	\$15	\$10/each	\$125	\$40/each	\$40	\$40	\$60	\$80
Letter of Invitation	\$15	\$10/each	\$125	\$40/each	\$40	\$40	\$60	\$80
Marriage Abroad	\$175		\$275 instead		\$40	\$40	\$60	\$80
Notary Public	\$15	\$10/each	\$125	\$40/each	\$40	\$40	\$60	\$80
Power of Attorney	\$15	\$10/each	\$125	\$40/each	\$40	\$40	\$60	\$80
Statutory Declaration	\$15	\$10/each	\$125	\$40/each	\$40	\$40	\$60	\$80
Mobile & Urgent Services [additional fee]	\$100	\$50/each	NA	NA	NA	NA	NA	NA
Incorporation & Corporate Upkeep [Note: additional government fees are as follows: (1) Federal: \$213.80; or (2) Ontario: \$416]	Basic: \$395		Complex: \$795		Optional: -By-Laws: \$195 -S'holder Ag'mt: \$295		Optional: -Minute Book: \$200 -Upkeep: \$275	

B. SERVICE TERMS

Step Two: Please read the terms of service:

You hereby agree that, on the basis of payment made for service:

1. You are retaining Bytowne Notary Public to provide you with services as selected in the above price list.
2. You are not retaining Bytowne Notary Public to act on your behalf in any other manner.
3. Harmonized Sales Tax of 13% will be charged on the prices selected in the above price list.



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4. You are aware of Bytowne Notary Public's optional service types:
- a. **Fast Draft:** means Bytowne Notary Public will draft your document if you don't have one ready;
 - b. **Depository:** means Bytowne Notary Public can execute your document in duplicate and keep one securely on an annual basis, for you to pick up in case you lose the one you take with you;
 - c. **Wax Seal (plain, silver or gold):** means your document is executed with real wax instead of sticky paper, with the added option of silver or gold inlay; and
 - d. **Mobile and Urgent Services:** mean we can attend at your location during non-business hours, for service.

5. You agree that if you require Bytowne Notary Public's **Fast Draft service, Depository service, Authentication & Legalization service, or Incorporation and related services**, the need to work for you beyond your initial visit, or the need to bill you annually, means that it is ideal to have your file include credit card information, and so you now provide that information: Name on Card: _____

Card Number: _____ Expiry Date: _____ CVN: _____

Card Billing Address: _____

6. You agree that Bytowne Notary Public may not be able to complete the service to you if you fail to cooperate with regard to any reasonable request for information, or if continuing to provide you with that service would be unethical, impractical or illegal. In such an instance, you remain obligated to pay fees as work would have commenced and the non-completion would be through no fault of Bytowne Notary Public.

7. You agree that if there is more than one of you, Bytowne Notary Public must represent you jointly and follow the principle of undivided loyalty.

8. You consent to the electronic storage on your data in cloud storage servers; that this agreement is to be governed by the laws in force in Ontario; that electronic communication is not without fault or glitches for which you will hold Bytowne Notary Public not liable; and that you will indemnify Bytowne Notary Public regarding any liability, expense or cost arising from or connected to any claim by a third party in relation to the services provided to you.

You

Name & Title: _____ | _____ Signature: _____ | _____

Bytowne Notary Public

Name & Title: _____ Signature: _____ Date: _____

C. ONBOARDING FORM

Step Three: Please fill out the following:

Full Name: _____ Email Address: _____

Phone: _____ Identification Type: _____ Organization (if applicable): _____

Type of Document(s): _____ Origin of Document(s): _____

Special Instructions (return address for mailing, **Fast Draft** document details, etc): _____

For Authentication & Legalization Only: Requesting Country or Organization: _____