



Fees, Disbursements and Payment Methods

Fees:

My notarial fees are charged on a per document fixed fee basis as follows:

- First original document is £120.00
- Additional or multiple copies are discounted to £90.00 for each document presented for notarization.

I am not registered for VAT purposes as a Notary Public and I will not charge VAT when I provide a costs quotation for the provision of my notarial services.

I will advise you about your potential costs total at the outset of my receipt of your instructions so as to provide you with a clear and concise breakdown of my costs.

Disbursements:

If your notarial requirements mean I will incur costs from third parties, I will add this cost to your fee total. These costs may be in relation to applying for legalization services provided by the Foreign & Commonwealth Development Office (FCDO) in the form of an Apostille.

For more information, go to [Get your document legalised: Overview - GOV.UK](#) and [Foreign, Commonwealth & Development Office - GOV.UK](#)

Or, it may relate to fees paid to legalization agents, couriers and translators to render ancillary services if required.

Any disbursement costs relevant and applicable to your transaction will have to be agreed and paid for in advance before I can make payment to third parties in respect of your notarial transaction. I will not undertake to pay disbursements on behalf of your transaction without receiving payment on account.

Payment Methods:

- **In Person** - You can pay cash in person

OR:

- **By Bank Transfer** – You can transfer payment into my nominated bank account. My professional invoice rendered will bear details of bank account number and sort code.

