



---

---

Your Partner as a Loan Signing Specialist

## Client Agreement II

Company Name (please print)
Address:
City, State & Zip:
Contact & Title:
Office Phone: _____ (After Hours) Contact Phone: _____ Fax: _____ Email: _____
Accounts Payable Contact: (Name & Title)
Accounts Payable Phone: _____ Email: _____
Company Website:
Document Shipping via (please check): <input type="checkbox"/> UPS <input type="checkbox"/> FedEx <input type="checkbox"/> DHL <input type="checkbox"/> Other
Shipping Account Number:
Special Instructions:
How Did You Hear Of Us: (please check) <input type="checkbox"/> Website <input type="checkbox"/> Direct Mail <input type="checkbox"/> Referral

# Client Agreement II

## Simple Steps to a Successful Closing

### ***1. Remember that time is of the essence.***

- Provide as much advanced notice as possible when ordering your closing. Three day notice is ideal, with a minimum of four hours notice. Once the process begins, we have great flexibility and will do everything to complete the sessions in a timely manner.

### ***2. In the Special Instructions section of the online order sheet,..***

- Provide the after hours phone number of the lenders' office and/or your office should questions or issues arise at the closing table. Also add other details that you think will help complete the session in a timely and accurate fashion, i.e. documents to be faxed back after closing, refinance or purchase, etc.

### ***3. Provide us (your notary signing agent) with loan closing documents at least three hours prior to the scheduled closing time.***

- Send documents directly to us at: [www.mskenterprises@hotmail.org](mailto:www.mskenterprises@hotmail.org) for back-up. Please include the borrower/signer last name in the subject line of the email. If time is a factor, call us at: **(310) 902-9291**. We will try to make an office/home visit to accommodate the closing based on our availability. We will confirm we have received all documents in time for closing and confirm with you that we are ready to go!

### ***4. Keep communications flowing,..***

- We will coordinate any changes, additions or cancellations you have made with our (notary) signing session and confirm again with you. We are a team working towards one goal... taking care of your clients and getting your loan closed. Our after hours number is always on at: **(310) 902-9291**.

---

*(Initials of Client)*