

NEW TO THE NOTARY BUSINESS?

A SIMPLE PLAN TO START YOU OFF.

1. Learn to be a great notary.

A. Take a course here on Notary.net - excellent training at a reasonable price.

B. Practice completing certificates.

C. Make sure you have the right tools.

D. Plan & start your mobile notary business.

I. Identify your mobile notary clients.

II. Figure out how to reach them (Marketing).

E. Work to build up a mobile notary business.

F. Save your mobile notary income to put toward your NSA business.

G. Before the calls start, you need to know how much you will charge.

I. Plot out zip codes you will visit.

II. Set a base fee for your own area that you will charge.

III. Add the amount you will charge for extra services.

IV. Decide how much you will charge for every place you will visit.

2. Learn basic business techniques.

A. Check out free business advice & consulting at SCORE.

B. Learn about record keeping and taxes.

C. Prepare to write a simple business plan.

D. Learn about gross revenue vs. net profit.

I. Get an idea of clients to target. Who are the bad, good, and ugly?

II. Marketing techniques and ideas.

III. Identify clients that will allow new notaries to work for them.

IV. Identify educational opportunities you may want to take.

V. See what equipment other notaries use, love, and hate.

VI. Capture ideas on how to set fees.

E. Read notary forums and Facebook groups. Take Notes!

3. Set up your NSA practice.

A. So far, your spending has been low if you are using this plan. Invest in the training course here on Notary.net - \$45 and you'll have a great overview of this business you are about to launch.

B. Start advertising if you have not already.

C. Prepare a budget so you know what you can spend.

I. Use your mobile notary income to help purchase items you need.

II. Track your income, expenses, and profit from Day one.

D. Make a list of items you need to purchase.

I. Errors & Omissions insurance.

II. What other training do you need?

III. Make a list of what you need to spend on compliance matters.

IV. What will be your marketing costs?

V. Do you need to purchase additional equipment?

E. Before the calls start, you need to know how much you will charge. Repeat steps in 1G to the left for your NSA business.

F. When business is slow - Keep on promoting your business..

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FINALLY: NEVER STOP LEARNING! KEEP READING ABOUT NOTARY RULES & LAWS, NOTARY SIGNING AGENT BEST PRACTICES & HOW TO RUN A SMALL BUSINESS!