

# Pennsylvania Notary Bond / Errors and Omissions Insurance Order Form

**Directions:** To expedite your bond or E&O Insurance application, please complete all applicable fields. Once you've completed the form, you must print and mail, fax or email the form to E. R. Munro and Company.

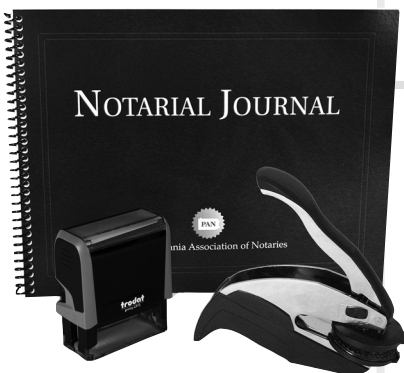
**APPLICANT INFORMATION**  OFFICE OF RECORD  SHIP TO THIS ADDRESS

Name (as it appears on your commission): \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Notary Commission No.: \_\_\_\_\_ Appointment Date: \_\_\_\_\_ Commission Expiration: \_\_\_\_\_

**BUSINESS INFORMATION**  OFFICE OF RECORD  SHIP TO THIS ADDRESS

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Business Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email Address (required): \_\_\_\_\_

**PRODUCT SELECTION**



**Notary Bond** (You must include your bond form.)  **\$30.00**

**Notary Errors and Omissions Insurance** (Select only one)

\$30,000 for 4 years  **\$48.00**  
 \$50,000 for 4 years  **\$60.00**  
 \$100,000 for 4 years  **\$144.00**

**Total of Section 1 \$ \_\_\_\_\_**

**Notarial Journal**  **\$37.40**  
 Cover Color:  Blue  Burgundy  Green  Pink

**Notary Commission Self-Inking Stamp**  **\$35.20**  
 Body Color:  Blue  Black

**Pocket Embossing Seal - Notary**  **\$43.76**

**\* Prices include Sales Tax and Shipping & Handling** **Total of Section 2 \$ \_\_\_\_\_**

**Notice:** In Pennsylvania, notarial equipment belongs to the individual notary public, regardless of who pays for it. Therefore, sales tax must always be paid, even if the notary works for a tax-exempt organization. Because E. R. Munro and Company is located in Allegheny County, all customers, regardless of location, will pay an additional 1% along with the 6% PA state sales tax.

**Total of Section 1 + Section 2 – AMOUNT DUE \$ \_\_\_\_\_ \***

\*Additional processing fees may apply, depending on payment method.

**PAYMENT INFORMATION**

An additional 3.65% fee will be added to all credit or debit card payments. An additional \$5.00 fee will be added to all ACH payments.

- I will provide payment over the phone by calling E. R. Munro and Company at **877-376-8676**.
- I will submit payment to E.R. Munro and Company online at: [www.ermunro.com/services/billing/](http://www.ermunro.com/services/billing/). Please email me an invoice. (Please select "Bond Policy Pay Now" to submit your payment)
- I will mail a check or money order payable to E R Munro and Company, with my order form and blank bond from the PA Department of State, to E R Munro and Company.
- Paying by Credit Card. (VISA, MasterCard, Discover or Amex)

For expedited service, please submit your order to our office by email or fax and provide payment by phone, online or in the space provided below.

Name on Card: \_\_\_\_\_ Card Holder's Billing Address: \_\_\_\_\_  
 Card Number: \_\_\_\_\_ City: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_