

678-924-0709

C J Signing Services, LLC

678-924-0710/fax

PHONE/ FAX REQUEST FOR CLOSING/FEEES

Time Order Called/Faxed In: _____ AM PM

Today's Date: _____

File # _____

Company Requesting Closing: _____

Contact: _____ Phone: _____ Extension _____ Fax #: _____

Loan Amount _____

Closing Date: _____

Time _____ AM PM

Borrower Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone : _____ Work No: _____ Cell No: _____

Closing Information

Type of Closing:

- Full
- Fee Only
- Witness
- Purchase

Closing To be Held @:

- Brokers Office
- Customer's Home
- Other Location _____

Package will be received by:

- Overnight Mail
- Courier
- Faxed
- Email
- Pickedup by closer

Closing Protection Letter Needed:

- Yes
- No

Ship Docs To Notary:

_____ Phone: _____ Fax _____

Email: _____

Office Notes:

Information taken by: _____

Filled By: _____

Faxed Work Order Confirmation Yes No

Fee: _____

www.cjsigning.com