



VENDOR CHECKLIST

DOES YOUR VENDOR...

RATE YOUR VENDOR (1-5)

NATIONAL COVERAGE

DO THEY SERVE ALL STATES, INCLUDING ATTORNEY STATES? _____

FULFILL ALL ORDERS EFFICIENTLY AND ACCURATELY? _____

HOW DO THEY VET THEIR NOTARIES?

DO THEY VERIFY NOTARY CREDENTIALS?? _____

PROFESSIONALISM AND DEMEANOR (PHONE INTERVIEW BEFORE USING?) _____

ARE NOTARIES PAID ON TIME? IN WHAT TIME-FRAME? _____

INSURANCE COVERAGES

OVERLAY NOTARY'S COVERAGE? _____

E&O (AT LEAST \$2M) _____

CYBER (AT LEAST \$2M) _____

FRAUD/CRIME (AT LEAST \$1M) _____

INTEGRATION

QUALIA _____

RESWARE _____

SOFTPRO _____

RAMQUEST _____

OTHERS _____

VENDOR RANKING IN NATIONAL MARKETPLACES?

SLA COMPLIANCE _____

DEFECT PERCENTAGE _____



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DOES YOUR VENDOR...

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(1-5)

SIGNING TYPES PERFORMED

- MOBILE NOTARY IN-PERSON PAPER DOCS _____
- MOBILE NOTARY IN-PERSON IPEN OR HYBRID _____
- RON (TRAINED AND MANAGED NOTARIES) _____

CUSTOMER SERVICE

- RESPONSE TIME _____
- DAYS/HOLIDAYS (CONSIDER ALL TIME ZONES) _____
- WEEKENDS/HOLIDAYS _____

SECURE DATA HANDLING OF NPI

- PROTOCOLS IN PLACE _____

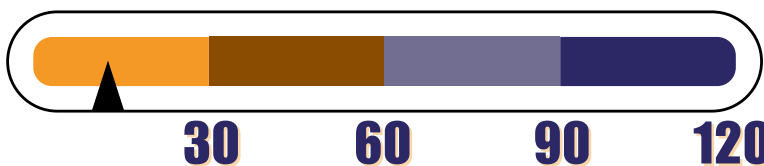
SCANBACKS

- ARE SCANBACKS PROVIDED ON ALL ORDERS? _____
- INTERNAL REVIEW TO CATCH ERRORS? _____

PAINPOINTS

IF YOU COULD CHANGE ANYTHING ABOUT YOUR SIGNING PROCESS, IT WOULD BE: _____

GIVE US A CALL! YOU NEED US NOT BAD... FANTASTIC



TOTAL _____