



BUSINESS & CORPORATE SERVICES

Business Document Checklist

For entrepreneurs, corporate officers, LLC members, and business counsel preparing documents for notarization.

Common Business Documents Notarized

- Articles of Incorporation / Organization
- Corporate resolutions and board consents
- Operating agreements and amendments
- Buy-sell and shareholder agreements
- Officer / member certifications
- Vendor and independent contractor agreements
- Non-disclosure and confidentiality agreements
- Certificates of authority and good standing acknowledgments

What to Bring

- Completed, unsigned document(s)
- Government-issued photo ID for each signing officer / member
- Evidence of authority to sign on behalf of the entity, if required
- Corporate seal, if applicable
- Any specific certificate wording required by the receiving party

Bulk & Recurring Signings

For law firms, escrow companies, HR departments, and lenders — Ross & Associates offers priority scheduling, mobile dispatch, RON, and recurring engagements. Contact our office to establish a business account.

The notary's role is limited to identifying the signer, confirming willingness, and completing the notarial certificate. We cannot advise on entity structure, corporate authority, or the legal effect of business documents. Consult qualified legal counsel.