



# Attorney & Notary Supply, Inc.

PO Box 2895  
Renton, WA 98056

www.ans-inc.net  
Email: ans@ans-inc.net

Phone: 425-271-6353  
Fax: 425-271-6396

## NOTARY NAME CHANGE INSTRUCTIONS

To change the name on your Notary Commission please complete the following 4 steps and return all three pieces requested information to our office\*:

1. Complete the information below.
2. Complete the attached order form.
3. Evidence of the name change. (marriage license, divorce decree, old & new driver's license)
4. Return these three pages with proper payment as calculated on order form.

\*Information may be returned to us via email, fax or U.S.P.S.

Once we receive this information we will write a Bond Rider changing your name with our office and the Bonding Company.

We will email the Rider to you with a link to the notary section. You will need to follow their procedures for updating your commission.

The State will issue your new notary license to the email you provide.

*By law you must provide us a copy of the license in order for us to manufacture your new stamp.*

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Name as currently commissioned: \_\_\_\_\_

Name to be commissioned as: \_\_\_\_\_

Personal mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Commission Expires: \_\_\_\_\_

# ATTORNEY & NOTARY SUPPLY

## Name Change Order Form

P.O. Box 2895 Renton, WA 98056 • Phone (425) 271-6353 • Fax (425) 271-6396 • www.ans-inc.net

*THE FOLLOWING INFORMATION IS REQUIRED FOR SHIPPING*

Your Name: \_\_\_\_\_ Day Phone # \_\_\_\_\_

Company Name: \_\_\_\_\_

Office **Mailing** Address: \_\_\_\_\_ Suite \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Shipments are sent via USPS and will not be replace if postal records show package as delivered.

| TAXABLE NOTARY SUPPLIES                                            | PRICE               | QTY | TOTAL |
|--------------------------------------------------------------------|---------------------|-----|-------|
| 1. Self-Inking Ideal Stamps                                        |                     |     |       |
| a. Round                                                           | 45.75               |     |       |
| b. Rectangular                                                     | 45.75               |     |       |
| c. Ink                                                             | 7.00                |     |       |
| 2. Pre Inked Slim Stamp, without handle                            |                     |     |       |
| a. Round                                                           | 49.75               |     |       |
| b. Rectangular                                                     | 49.75               |     |       |
| c. Ink                                                             | 7.00                |     |       |
| 3. Regular Style Stamp (stamp pad needed)                          |                     |     |       |
| a. Round                                                           | 37.75               |     |       |
| b. Rectangular                                                     | 37.75               |     |       |
| 4. Ink Pads                                                        |                     |     |       |
| a. Stamp Pad                                                       | 7.00                |     |       |
| b. Mylar Ink Kit                                                   | 45.00               |     |       |
| 5. New Style Hand Held/Desktop Combo Embossing Seal                |                     |     |       |
| a. Complete Seal                                                   | 55.75               |     |       |
| b. Insert Only                                                     | 45.75               |     |       |
| 6. Seal Impression Inker, with black or blue ink                   | 17.50               |     |       |
|                                                                    |                     |     |       |
| 7. ANS Notary Journal                                              |                     |     |       |
| a. Soft Cover-Spiral Bound-300 Entries                             | 19.75               |     |       |
| b. Hard Cover-300 Entries                                          | 29.75               |     |       |
| 8. Standard Notary Journal                                         |                     |     |       |
| Soft Cover-Spiral Bound-300 Entries                                | 19.75               |     |       |
| 9. Basic Notary Journal                                            |                     |     |       |
| Soft Cover-Spiral Bound                                            | 29.75               |     |       |
| 10. Notary Privacy Guard                                           | 11.95               |     |       |
| 11. Locking Journal Bag                                            | 41.75               |     |       |
|                                                                    | Shipping & Handling |     |       |
| TAXABLE TOTAL WITH SHIPPING & HANDLING                             |                     |     |       |
| Tax- Multiply Taxable Total with the Local Tax Rate                |                     |     |       |
| Call for assistance or visit our website for your current Tax Rate |                     |     |       |
| Bond Rider (Required) Non-Taxable                                  |                     |     | 15.00 |
| TOTAL                                                              |                     |     |       |

### Ink Color:

☐ Black ☐ Blue ☐ Purple  
☐ Red ☐ Green

### Payment Options

#### Payment by Check:

Make check payable to "A.N.S. of Wa, Inc."

**OR**

#### Credit Card Info

☐ VISA ☐ MC ☐ Discover

Card Holder Name \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Authorization Code \_\_\_\_\_

**Credit Card Charges Cannot Be Cancelled**

| Shipping Rates                     |         |
|------------------------------------|---------|
| \$0 - \$12 (USPS)                  | \$2.50  |
| \$13 - \$17 (USPS)                 | \$5.00  |
| \$18 - \$30 (UPS)                  | \$8.00  |
| \$31 - \$50 (UPS)                  | \$11.00 |
| \$51 - \$100 (UPS)                 | \$13.50 |
| Over \$100 Call for correct charge |         |

**Email: orders@ans-inc.net**

**Fax: (425) 271-6396**

**NO RETURNS, CANCELLATIONS OR EXCHANGES**