



SERVICE GUIDE & PRICING

Administrative Document Support • Resume & Career Services • Mobile Notary

Welcome! Johnson Signature Services offers professional administrative document support, resume and career document services, and mobile notary services. Pricing is confirmed before work begins.

ADMINISTRATIVE DOCUMENT SUPPORT

Service	Starting Price
Document Formatting & Editing	\$35
Typing / Document Clean-Up	Starting at \$35
Document Organization & Administrative Support	Starting at \$50
Custom Administrative Document Request	Quote provided after review

RESUME & CAREER SERVICES

Service	Starting Price
Resume Review & Update	\$50
New Resume Creation	\$125
Cover Letter	\$40
Resume Formatting Only	\$35
Resume & Cover Letter Package	\$150

MOBILE NOTARY & CONVENIENCE FEES

Service	Starting Price
Notarial Act	Pennsylvania statutory fee
Mobile Travel Fee	\$20–\$25
Rush / Priority Scheduling (when available)	\$35–\$50

Note: Travel and convenience charges are separate from Pennsylvania notarial fees. Final charges are confirmed before the appointment.

IMPORTANT PENNSYLVANIA NOTARY NOTICE

I am not an attorney licensed to practice law in this Commonwealth. I am not allowed to draft legal records, give advice on legal matters, including immigration, or charge a fee for those activities.

Johnson Signature Services does not provide legal advice or legal representation. Services are limited to non-legal administrative/document support, career documents, and authorized notarial acts.