INTENTIONAL INK PROFESSIONAL SERVICES

Services, Pricing & Client Information

Accurate • Reliable • Intentional

Serving Greenville, North Carolina, Eastern NC & Beyond

Welcome! We provide professional notary, document assistance, and personalized wedding services. All services are by request and subject to review, availability, and written confirmation. Prices below are starting prices unless stated otherwise.

1. Notary & Document Services

General & Mobile Notary Services

Pricing: Up to $10 per notarized principal signature for applicable traditional acts; lawful mileage reimbursement for mobile appointments.

Notarization at an approved location or by appointment.

What we offer: Identity checks, authorized notarial acts, and completed certificates.

Important limitations: We do not give legal advice, prepare legal documents, or choose a notarial act for clients.

Acknowledgments

Pricing: Up to $10 per notarized principal signature.

The signer appears in person and acknowledges signing voluntarily.

What we offer: Identity verification and acknowledgment certificate.

Important limitations: We do not verify the truth or legal effect of document contents.

Jurats

Pricing: Up to $10 per notarized principal signature.

The signer appears, signs in the notary's presence, and swears or affirms the statements are true.

What we offer: Oath or affirmation, signature witnessing, and jurat certificate.

Important limitations: We do not investigate the truth of statements.

Oaths & Affirmations

Pricing: Up to $10 per person for an oath or affirmation without a signature.

A formal sworn statement or affirmation administered by an authorized notary.

What we offer: Administration of qualifying oaths and affirmations.

Important limitations: We cannot administer oaths beyond our legal authority.

Vehicle Title/Forms Notarizations

Pricing: Up to $10 per notarized principal signature; lawful mileage if mobile.

Notarization of eligible vehicle-title signatures.

What we offer: Identity verification and authorized notarization.

Important limitations: We do not register vehicles, transfer ownership, or provide DMV advice.

Healthcare Facility Notarizations

Pricing: Up to $10 per notarized principal signature; lawful mileage if mobile.

Eligible appointments at hospitals, care facilities, and rehabilitation centers.

What we offer: On-site notarial acts where the signer meets legal requirements.

Important limitations: Facility rules apply; we cannot proceed if the signer cannot meet legal requirements.

Correctional Facility Notarizations

Pricing: Up to $10 per notarized principal signature; lawful mileage if mobile.

Notarizations at facilities that approve access.

What we offer: Coordination of permitted appointments and authorized notarizations.

Important limitations: Access, security, identification, and signer availability are not guaranteed.

Divorce-Related Document Notarizations

Pricing: Up to $10 per notarized principal signature; lawful mileage if mobile.

Notarization of eligible signatures on divorce-related documents.

What we offer: Identity verification and authorized notarial acts.

Important limitations: No divorce paperwork preparation, legal advice, or court representation.

Form I-9 Authorized Representative Services

Pricing: $40 per verification; applicable non-notarial travel extra.

In-person document examination for an employer-designated representative.

What we offer: Review employee-presented acceptable documents and complete the employer-designated section.

Important limitations: Not a notarization; we do not provide immigration advice or choose employee documents. Employer remains responsible for compliance.

Apostille Facilitation & Courier Services

Pricing: Starting at $180 per document requiring authentication; state fees, shipping, and courier charges extra.

Administrative assistance submitting eligible documents for international authentication (official verification of a document's origin).

What we offer: Document-readiness coordination, package preparation, submission, courier arrangements, and return coordination.

Important limitations: We do not issue apostilles, provide citizenship advice, or guarantee government acceptance. Certified government records and eligible private/notarized documents have different requirements.

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2. Wedding Services

Personalized civil, nonreligious, religious, and spiritual ceremony options may be available, subject to legal authority and the couple's preferences.

Elopement Ceremonies

Pricing: Starting at $175; travel extra where applicable.

A simple, meaningful ceremony for the couple and a small group.

What we offer: Basic planning, short ceremony, and required license completion when legally authorized.

Important limitations: Venue, license fees, witnesses*, photography, and decorations are not included.

* Can help find witnesses if local

Intimate & Small Wedding Ceremonies

Pricing: Starting at $350; travel and extensive customization extra.

A personalized ceremony for a small gathering.

What we offer: Consultation, ceremony planning and wording, officiating, and required license completion when legally authorized.

Important limitations: Rehearsals and elaborate customization may be separately quoted. No wedding parties over 50 guests.

Vow Renewal Ceremonies

Pricing: Starting at $225; travel extra where applicable.

A celebration of an existing marriage and renewed commitment.

What we offer: Consultation and personalized symbolic ceremony.

Important limitations: This does not create a new legal marriage or require a new marriage license.

Marriage Connection Sessions

Pricing: $75 per 60-minute session; standalone or wedding add-on.

Guided relationship-enrichment conversations about communication, goals, values, and connection.

What we offer: Structured discussion and reflection.

Important limitations: Not licensed counseling, therapy, or mental-health treatment.

Customized Ceremonies & Special Requests

Pricing: Custom quote.

Clients may inquire about special ceremony ideas or other related requests.

What we offer: We review requests and explain what we may be able to provide.

Important limitations: Availability, scope, travel, and legal requirements apply.

Marriage license note: Couples are responsible for obtaining a valid marriage license and arranging legally required witnesses. North Carolina ceremonies must meet state requirements; out-of-state ceremonies require separate legal eligibility checks.

3. Travel & Additional Fees

Mobile Notary Travel

North Carolina regulates traditional notarial fees and permits reimbursement of actual chargeable mileage at the applicable federal business mileage rate with the required advance written consent. The July–December 2026 federal business mileage rate is $0.76 per mile. The rate can change; current rules and mileage must be checked before quoting. No separate notary convenience or minimum trip fee is imposed.

Other Non-Notarial Services

One-way distance from Greenville	Suggested travel charge
0–10 miles	Included
11–25 miles	$35
26–50 miles	$75
51–75 miles	$125
76–100 miles	$175
101–150 miles	$250
Over 150 miles	Custom quote

For non-notarial services, separately approved charges may include parking, tolls, waiting, rush scheduling, overnight accommodation, shipping, and special handling. These charges are not automatically applicable to regulated notarial acts.

Apostille Courier Pricing

Apostille facilitation starts at $180 for each separate document requiring authentication. A dedicated in-person Raleigh courier trip starts at $225 per trip, NOT per document. Mail-in submissions do not include this $225 trip charge. North Carolina's standard authentication fee is generally $10 per document; other expenses may apply.

Documents	Facilitation	Raleigh trip	NC fees	Illustrative total
1	$180	$225	$10	$415
2	$360	$225	$20	$605
3	$540	$225	$30	$795

4	$720	$225	$40	$985
5	$900	$225	$50	$1,175

Illustrations assume one dedicated courier trip and standard $10-per-document government fees. Shipping, rush service, unusual document requirements, and other approved expenses are extra. Government processing and same-day service are not guaranteed.

4. Service Requests & Approval

Submitting a request does not automatically confirm an appointment or project. Intentional Ink reviews requests and may approve or decline them based on availability, travel, service scope, and lawful professional requirements. Requests are handled fairly and without unlawful discrimination. Notaries must also follow North Carolina rules governing when an act may or must be refused.

5. Written Pricing & Appointment Confirmation

Before services begin, clients receive written confirmation of the agreed service, date/location, service charges, applicable mileage or travel, government fees, and other approved costs. Mobile notary mileage requires the specific advance written consent required by North Carolina law. Deposits, cancellations, and refund terms—if applicable—will be disclosed before agreement. No appointment is confirmed until approved.

6. Important Service Limitations

Intentional Ink is not a law firm and does not give legal advice, prepare legal documents, represent clients in court, provide immigration/citizenship legal services, or guarantee government authentication. Notarial acts are separate from I-9 representation and apostille facilitation. Marriage Connection Sessions are enrichment conversations, not therapy. Clients must provide required identification, records, and third-party permissions.

7. Before Your Appointment

• Submit a complete service request and preferred appointment details.

• Wait for approval and written price confirmation.

• Have acceptable identification and required documents ready.

• For jurats, do not sign before appearing before the notary.

• Wedding couples should obtain the required marriage license and arrange witnesses.

• Apostille clients should confirm the receiving country’s requirements with the receiving authority.

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Consultations & Service Planning

At Intentional Ink Professional Services, we offer consultations to help clients understand available services, discuss their needs, and plan for services that require additional attention or coordination.

General Consultations

Initial Service Inquiry — FREE (Up to 10 Minutes)

A complimentary conversation available for all services. Clients may discuss their needs, ask general questions, review pricing and availability, and learn about the next steps.

General Service Consultation — $35 (30 Minutes)

An optional consultation for clients who need more detailed discussions, personalized planning, or additional assistance related to eligible non-notarial services.

Extended Service Consultation — $65 (60 Minutes)

For clients who require more extensive planning, coordination, or detailed discussions involving eligible non-notarial services.

Paid consultations are separate from other service fees and are not credited toward future bookings.

Notary Public Services

Basic notary inquiries, pricing questions, document-signing arrangements, and appointment coordination are complimentary.

No additional consultation fee is charged for standard notarial services. All notarial acts remain subject to North Carolina's authorized notary fees and requirements.

Apostille Facilitation & Courier Services

Initial Inquiry — FREE (Up to 10 Minutes)

General questions about apostille facilitation, service availability, pricing, and the submission process.

Detailed Consultation — $35 (30 Minutes)

Optional assistance with discussing document submission arrangements, courier options, timelines, and service coordination.

Extended Consultation — $65 (60 Minutes)

For more involved requests requiring additional logistical planning or coordination.

Consultations do not include legal advice, immigration advice, or determining which documents a foreign authority requires. Routine coordination already included in a purchased apostille service is not charged again.

Wedding Consultations, Questionnaire & Ceremony Planning

Initial Wedding Inquiry — FREE (Up to 10 Minutes)

A complimentary conversation to discuss ceremony options, wedding dates, locations, general pricing, availability, and next steps.

Wedding Questionnaire — INCLUDED

All clients booking wedding ceremonies or vow renewals will complete a questionnaire covering their ceremony preferences, personal details, traditions, and special requests.

Initial Wedding Planning Consultation — INCLUDED (Up to 60 Minutes)

Every booked wedding ceremony and vow renewal package includes an initial planning consultation of up to 60 minutes.

During this consultation, we review the completed questionnaire, discuss the ceremony vision, personalize important details, and address questions about the upcoming ceremony.

Additional Wedding Planning Consultations

- 30 Minutes — $35
- 60 Minutes — $65

Additional planning sessions are optional and available when more time is needed beyond the consultation included in the ceremony package.

Marriage Connection Sessions

Marriage Connection Session — $75 (60 Minutes)

Optional relationship enrichment conversations designed to encourage communication, connection, and meaningful discussions.

Sessions are available as a standalone service or as an addition to wedding services.

Marriage Connection Sessions are separate from general consultations and wedding planning sessions. They are not licensed counseling or therapy.

Consultations do not include legal advice, legal document preparation, immigration advice, or other services requiring a professional license that we do not hold.

Consultation & Booking Policies

- All initial service inquiries are complimentary for up to 10 minutes.
- Paid consultations are optional and apply only to eligible non-notarial services.
- Consultation fees are separate from other service charges and are not credited toward future bookings.
- Basic pricing questions, appointment arrangements, and routine service coordination are complimentary or included in the applicable service price.
- Planning already included in a purchased service will not be charged again.
- Consultations are available by appointment and subject to availability and approval.
- Applicable consultation fees and payment arrangements will be confirmed before scheduling.
- Clients may request consultations through the existing service request form or by contacting Intentional Ink Professional Services.
- Submitting a request does not automatically confirm an appointment or service.

Important Notice: Intentional Ink Professional Services is not a law firm and does not provide legal advice, immigration advice, legal representation, or licensed counseling or therapy. All services and consultations are limited to our authorized professional scope.

8. Contact & Requests

Intentional Ink Professional Services | Greenville, NC

Call/Text: (252) 917-3296 | Email: intentionalinkps@gmail.com

Thank you for considering Intentional Ink Professional Services. Accurate • Reliable • Intentional.

Pricing and procedures are subject to change. Written quotes control for approved non-notarial services; regulated notarial fees remain subject to applicable law.