

ACIRE SIGNATURE GROUP

Confidence in Every Signature.

TERMS OF SERVICE

Port St. Lucie, Florida | Mobile Notary & Document Services

Effective Date: June 30, 2025

Business:	Acire Signature Group
Owner:	Erica (Florida Commissioned Notary Public)
Location:	Port St. Lucie, Florida
Phone:	(772) 249-2804
Email:	info@aciresignaturegroup.com
Governing Law:	State of Florida

1. Acceptance of Terms

By accessing our website at aciresignaturegroup.com, contacting us to schedule services, or using any services provided by Acire Signature Group ("Company," "we," "us," or "our"), you ("Client" or "you") agree to be bound by these Terms of Service ("Terms"). If you do not agree to these Terms, please do not use our website or services.

These Terms, along with our Privacy Policy and any applicable fee disclosures, constitute the entire agreement between you and Acire Signature Group regarding our services.

2. About Our Services

Acire Signature Group is a Florida-commissioned mobile notary public business providing the following professional services in Port St. Lucie and the Treasure Coast area:

- General notary public services (acknowledgments, jurats, oaths, affirmations, copy certifications, VIN verifications)
- Mobile notary services — we travel to your location
- Estate planning document notarization (wills, powers of attorney, living wills, healthcare surrogates, trusts)
- Hospital, hospice, and senior care facility notarizations
- Wedding officiant services (in-person ceremonies)
- Field inspection services for mortgage companies, lenders, and insurance companies
- Construction courier and notarization services
- Remote Online Notarization (RON) — when active and registered with the State of Florida

3. IMPORTANT DISCLAIMER — NOT A LAW FIRM

ACIRE SIGNATURE GROUP IS NOT A LAW FIRM AND DOES NOT PROVIDE LEGAL ADVICE.

As a Florida Notary Public, our role is to act as an impartial witness to the signing of documents. We verify the identity of signers, witness signatures, administer oaths, and apply our official notarial seal where required. We do not:

- Provide legal advice of any kind

- Explain, interpret, or advise you on the legal effect or meaning of any document
- Recommend specific documents for your legal situation
- Advise you on whether a particular document is appropriate or legally sufficient
- Practice law in any form

If you have questions about the legal effect of a document, the appropriate documents for your situation, or any legal matter, you should consult with a licensed Florida attorney. The unauthorized practice of law is prohibited under Florida Statute §454.23.

4. Appointment Scheduling

4.1 Booking an Appointment

Appointments may be scheduled by phone at (772) 249-2804, by email at info@aciresignaturegroup.com, or through our website contact form. An appointment is confirmed only when you receive written or verbal confirmation from Acire Signature Group. Appointment availability is subject to change.

4.2 Service Area

We primarily serve Port St. Lucie and the surrounding Treasure Coast area, including St. Lucie, Martin, Palm Beach, and Indian River Counties. Services outside our primary service area may be available at an additional travel fee. Remote Online Notarization (when active) serves clients in all 50 states and internationally.

4.3 What to Have Ready

To ensure a smooth and timely appointment, please have the following ready before we arrive:

- A current, valid, government-issued photo identification (driver's license, state ID, passport, or military ID)
- All documents to be notarized, complete and ready to sign — do not sign documents before we arrive
- Any required witnesses present at the appointment location (we can provide a professional witness for an additional fee where legally permitted)
- Payment for services as previously agreed

IMPORTANT: Do not sign any document before the notary is present. Signatures applied before the notary witnesses the signing cannot be notarized and may require re-signing at additional cost.

5. Fees, Payment, and Fee Disclosure

5.1 Florida Statutory Notary Fees

Florida law sets the maximum fee a notary may charge for a notarial act at \$10.00 per notarial act (Florida Statute §117.05(2)(a)) and \$25.00 per online notarial act for Remote Online Notarization (Florida Statute §117.275). These statutory caps apply to the notarial act itself only.

5.2 Additional Service Fees (Not Capped by Statute)

In addition to the statutory notarial fee, the following non-statutory service fees may apply and will be disclosed to you prior to your appointment or at the time of booking:

- Mobile Travel Fee — charged for travel to your location (varies by distance)
- After-Hours and Weekend Fee — for appointments outside regular business hours (Monday–Friday 8am–7pm)
- Rush/Same-Day Fee — for appointments confirmed within 4 hours of service
- Document Printing Fee — for printing documents on your behalf
- Professional Witness Fee — when we provide a witness for documents requiring one
- Wait Time Fee — for waiting periods beyond 15 minutes from the scheduled appointment time
- No-Show/Cancellation Fee — see Section 6
- Fax-Back/Scan Fee — for scanning and returning documents electronically
- Re-Signing Fee — for appointments required due to document errors not caused by us

All applicable fees will be communicated to you before services are rendered, as required by Florida law. Your agreement to proceed after fee disclosure constitutes acceptance of those fees.

5.3 Payment

Payment is due at the time services are rendered unless otherwise agreed in writing. We accept cash, Zelle, Venmo, PayPal, and major credit/debit cards. Invoices for business clients may be available upon prior arrangement.

6. Cancellation Policy

6.1 Client Cancellations

We understand that schedules change. Our cancellation policy is as follows:

- Cancellations with more than 24 hours notice: No fee
- Cancellations with 2–24 hours notice: \$35.00 cancellation fee
- Cancellations with less than 2 hours notice: 50% of agreed service fee (minimum \$35.00)
- No-show (notary arrives and cannot access signer or signer refuses without prior notice): Full service fee charged

6.2 Cancellation by Acire Signature Group

We reserve the right to cancel an appointment due to illness, emergency, or circumstances beyond our control. In such cases, we will provide as much advance notice as possible and work to reschedule at your earliest convenience. No cancellation fee will be charged to you.

6.3 Hospital and Hospice Appointments

We understand that medical situations are unpredictable. Cancellation fees for hospital or hospice appointments will be waived when cancellation is due to a change in the patient's medical condition or availability.

7. Client Responsibilities

By scheduling or using our services, you represent and agree that:

7.1 Document Authenticity

You represent that all documents presented for notarization are authentic, complete, and have not been altered for fraudulent purposes. Presenting a fraudulent document to a notary is a criminal offense under Florida Statute §117.107(9). Acire Signature Group reserves the right to refuse notarization of any document that appears to be fraudulent, incomplete, or improperly prepared.

7.2 Signer Capacity and Willingness

You represent that all signers are: (a) at least 18 years of age, or have legal authority to sign on behalf of a minor where applicable; (b) signing voluntarily and without coercion or duress; (c) mentally competent to understand the nature and effect of the document being signed; and (d) physically present at the notarization (for in-person services).

7.3 Identification Requirement

All signers must present a current, valid, government-issued photo identification. Failure to provide acceptable identification will result in the notarization being declined. Travel fees and other non-notarial fees paid remain non-refundable in this circumstance.

7.4 Witnesses

Some documents under Florida law require the presence of two witnesses in addition to the notary (for example, a Last Will and Testament requires two disinterested witnesses, and the notary may not serve as a witness for a will). You are responsible for providing witnesses unless we have agreed in writing to provide witness services.

8. Our Right to Refuse Service

As a Florida Notary Public, we are authorized and may be required by law to refuse to perform a notarial act under certain circumstances, including but not limited to:

- The signer cannot provide acceptable identification
- The signer does not appear to understand the document or the notarial act
- The signer appears to be under duress or signing involuntarily
- The signer appears to be impaired by alcohol, drugs, or medication in a way that affects their capacity
- The document appears incomplete, fraudulent, or legally defective
- The notarization would violate Florida law or our notary obligations
- The document or transaction relates to matters in which we have a direct financial interest that would impair impartiality

Refusal to notarize under these circumstances is a legal obligation, not a discretionary customer service decision. Travel fees and other non-notarial service fees paid remain non-refundable when refusal is based on signer conduct or document issues.

9. Wedding Officiant Services

When providing wedding officiant services, we act in our capacity as a Florida-commissioned Notary Public authorized to solemnize marriages under Florida Statute §117.045. The following conditions apply:

- A valid Florida marriage license must be presented at the ceremony. We cannot perform a ceremony without a valid license.
- It is the couple's responsibility to obtain the marriage license from the appropriate Florida Clerk of Courts office in advance.
- We will complete and return the marriage license to you after the ceremony for you to file with the Clerk of Courts.
- Wedding officiant services are performed in person only. Remote Online Notarization is not permitted for marriage ceremonies under Florida law.
- Custom ceremony content and personalization are available and should be discussed at the time of booking.

10. Field Inspection Services

Field inspection services are provided on behalf of mortgage servicers, lenders, insurance companies, and property management firms. These services are subject to the specific requirements of the assigning company. Reports are prepared accurately and objectively. We do not appraise property values or provide legal assessments of property condition.

11. Limitation of Liability

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, ACIRE SIGNATURE GROUP'S TOTAL LIABILITY TO YOU FOR ANY CLAIMS ARISING FROM OR RELATED TO OUR SERVICES SHALL NOT EXCEED THE FEES ACTUALLY PAID BY YOU TO US FOR THE SPECIFIC SERVICE GIVING RISE TO THE CLAIM.

WE ARE NOT LIABLE FOR: ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES; ERRORS IN DOCUMENTS THAT WERE NOT CAUSED BY OUR NOTARIAL ACT; LEGAL CONSEQUENCES ARISING FROM THE CONTENT OF DOCUMENTS WE NOTARIZED; OR DELAYS CAUSED BY CIRCUMSTANCES BEYOND OUR REASONABLE CONTROL.

This limitation of liability does not apply to claims arising from our gross negligence or willful misconduct.

We maintain Errors & Omissions (E&O) insurance to cover claims arising from errors in our notarial acts. Our E&O policy details are available upon request.

12. Indemnification

You agree to indemnify, defend, and hold harmless Acire Signature Group, its owner, agents, and successors from any claims, damages, costs, and expenses (including reasonable attorney's fees) arising from: (a) your use of our services; (b) your violation of these Terms; (c) the content or legal effect of any document you presented for notarization; or (d) your breach of any representation made under these Terms.

13. Confidentiality

We treat all information about our clients and the documents we notarize with strict confidentiality. Our notary journal records are maintained securely and disclosed only as required by Florida law. We do not discuss the content of client documents or transactions with third parties except as necessary to complete the services you requested or as required by law.

14. Website Use

14.1 Acceptable Use

You may use our website for lawful purposes only. You may not use our website to: transmit fraudulent, misleading, or harmful content; attempt to gain unauthorized access to our systems; scrape or harvest data; or violate any applicable law or regulation.

14.2 Website Accuracy

We strive to keep our website accurate and up to date. However, we do not warrant that all website content is complete, accurate, or current. Service availability, pricing, and other information may change. Please contact us directly to confirm current service availability and pricing.

14.3 Intellectual Property

All content on our website, including text, images, logos, and design, is the property of Acire Signature Group or our content providers. You may not reproduce, distribute, or use our content without prior written permission.

15. Privacy

Your privacy is important to us. Our collection, use, and protection of your personal information is governed by our Privacy Policy, which is incorporated into these Terms by reference. By using our services, you consent to the practices described in our Privacy Policy.

16. Governing Law and Dispute Resolution

These Terms are governed by and construed in accordance with the laws of the State of Florida, without regard to conflict of law provisions. Any disputes arising under or related to these Terms or our services shall be subject to the exclusive jurisdiction of the courts located in St. Lucie County, Florida.

Before initiating any legal action, you agree to first contact us in writing at info@aciresignaturegroup.com to attempt to resolve the dispute informally. We will respond within 10 business days. If the dispute cannot be resolved informally within 30 days, either party may pursue available legal remedies.

17. Changes to These Terms

We reserve the right to modify these Terms at any time. Changes will be posted on our website with an updated effective date. Continued use of our services after any changes are posted constitutes your acceptance of the updated Terms. For material changes, we will make reasonable efforts to notify active clients by email.

18. Severability

If any provision of these Terms is found to be unenforceable or invalid under applicable law, that provision will be modified to the minimum extent necessary to make it enforceable, or severed if modification is not possible, without affecting the validity or enforceability of the remaining provisions.

19. Entire Agreement

These Terms, together with our Privacy Policy and any applicable fee disclosures provided at the time of booking, constitute the entire agreement between you and Acire Signature Group regarding our services and supersede all prior discussions, representations, or agreements.

20. Contact Us

If you have questions about these Terms of Service, please contact us:

Business:	Acire Signature Group
Phone:	(772) 249-2804
Email:	info@aciresignaturegroup.com
Website:	aciresignaturegroup.com
Location:	Port St. Lucie, Florida
Governing Law:	State of Florida · St. Lucie County