

### A List of the To Do's for the new Notary

The following is an email I received from a recent graduate and she says it as good as I have heard!

Thank you so much for your very informative contribution Lisa!

I called the N.Y. Dpt. of State and YES, my commission has been processed. They gave me the number over the phone.

It is: XXXXXXXXXX The commission start and end dates are: 8/16/10 and 8/16/14 respectively.

My next steps are to:

- Purchase E&O insurance
- Order the stamp
- Create the "order confirm" sticker (like yours in the training)
- Create my cheat sheets and checklists (This way I can track all my steps for each signing) (I have a history of overlooking very simple things, so over the years I've conditioned myself to use checklists and never waiver from completing them).
- I've already ordered business cards that match the website as well.
- Begin to get a website
- Download a free mileage log sheet from Microsoft (it's an excel document)
- Create an excel work log (like yours in the video)
- Finish my list of general questions for you.
- I'll have all of this done by Friday. (I have a paid project I'm working on right now, otherwise all this would be done today).

Thank you again for making this a painless learning process. (I'm so excited)!!!

Lisa E. Brewster

P.S. the XXXXXXXXX number included in all my e-mail correspondence is a google phone number. That is the number I give out. It is just for this Notary business. It forwards to both my home phone and my cell phone simultaneously, but only for the hours that I've programmed it to ring. FYI, it's a free google phone service.