Espinal Notary
Signing Services

10 Tips for a *Successful Closing*



01 / PREPARE

What we need from your team

A complete handoff allows us to coordinate the signing with fewer surprises.

01 Send the right order details

Provide transaction type, signer and contact information through an approved channel, location, time window, time zone and deadlines.

02 Supply the final package

Send the approved documents securely and flag any revisions. Tell us which version supersedes the earlier package.

03 Define execution requirements

Identify special signature or date requirements, witness needs, approved identification procedures and any jurisdiction-specific constraints.

04 Share your return protocol

Specify scanback pages, approval requirements, shipping label, carrier and return deadline.

05 Identify the decision-maker

Provide the authorized contact for questions about documents, figures, legal issues or changes.

02 / DELIVER

What ENSS brings to the table

We take your requirements and turn them into an organized signing assignment.

06 Match the signing professional

We coordinate an available agent suited to the transaction, required credentials, location and language needs.

07 Write instructions for this closing

Every assigned notary receives individualized written instructions for the specific package, never a generic instruction sheet.

08 Protect your client experience

We coordinate appointment confirmation and communicate special logistics so the signer is treated with professionalism and respect.

09 Address issues rather than guess

Questions about execution are escalated to ENSS; legal or financial questions go to the responsible professional. We coordinate changes and backup coverage when available.

10 Follow through after signing

We require the agent to review execution before leaving, coordinate requested scanbacks and arrange return according to your instructions.

03 / DIFFERENCE

Details make the difference

Our process is designed to reduce preventable rework, not merely fill an appointment.

A package-specific approach

We translate approved requirements into practical page-by-page directions, including exceptions such as a signature on a different page or a document that must remain undated.

A better handoff

You provide the transaction requirements once; ENSS coordinates the agent, appointment, instructions and follow-up through one point of contact.

What individualized instructions look like

Illustrative example, adapted from ENSS practice; no client data. Settlement statement: identify the correct signature page. Deed: specify applicable witness details. Affidavit: complete authorized notarial fields. Final review: confirm required signatures, dates and requested scanbacks. Actual requirements vary by package and jurisdiction.

ENSS does not provide legal advice, determine legal sufficiency or authorize funding. Services are subject to applicable law and availability.

LET'S WORK TOGETHER

Make your next closing the start of a better partnership.

Tell us how your team works, where you need coverage and what your closing instructions require. We will discuss a signing coordination arrangement that fits your operation.

Request a client assessment

Start your assessment | Visit our website

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