



Mortgage
Associated
Services, Inc.

14153 Clayton Rd.
Town & Country, MO 63017
masdocprep.com

p: 636 391-2200
f: 636 391-8890
800 391-2340

Closing Document Preparation Services Agreement

We are looking forward to working with you. Mortgage Associated Services, Inc. would like to take this opportunity to review our services and expectations. This will confirm our understanding of the services we provide to you.

**\$150 for document preparation services requested
within 24 hours or more of closing:**

- figures to the Title Company or attorney*
- delivery of closing documents via: FedEx, email or courier*
- ordering of funds for the loan*
- fulfillment of post closing requests that pertain to the document preparation*

** closings ordered with less than 24 hours notice will be billed accordingly*

Upon completion of the services described above, the closing preparation fee will be due Mortgage Associated Services, Inc. We will always instruct the closing agent to issue Mortgage Associated Services, Inc. a check at disbursing for our fee. If for some reason the loan does not close and fund, or the closing agent inadvertently includes our fee in the broker's check you will be invoiced by Mortgage Associated Services, Inc. for that fee.

If the above is in agreement with your understanding, please confirm by signing below and returning a signed copy to Mortgage Associated Services, Inc. Please keep a duplicate copy for your records. Thank you, and please call if you have any questions.

Sincerely,
Mortgage Associated Services, Inc.

Cindy Mossey, president

*The above describes the terms of engagement;
I understand them and authorize you to proceed with the services.*

authorized signature

date

email address