



# Thomas Law Firm PLLC

*I'm Here*

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## **Let's get started- How to Print, Fax, Email, and Notarize Documents Provided by the Thomas Law Firm**

Greetings,

I hope you are doing well. Thank you for entrusting me with your matter. I am writing to provide you with some helpful information on how to print, fax, email, and notarize documents provided by Thomas Law Firm. This letter serves an informational purpose and aims to consolidate all the necessary information you need in one place.

If you have any questions or concerns, please do not hesitate to let us know. We are here to assist you and can arrange a telephone call with Attorney Thomas to discuss any matters you wish to address.

Regards,  
Thomas Law Firm

### **FEDEX OFFICE PRINT & SHIP CENTER** *(Closest one to our office)*

Located in: Shoppes at Lee Road:

Address: 1084 Lee Rd Ste 6,

Orlando, FL 32814

Phone: (407) 298-504

How to Find Location Near You: <https://local.fedex.com/en/search>

### **THE UPS STORE**

*Location (Closest one to our office) – Altomonte Springs*

851 S State Rd 434

Altamonte Springs, FL 32714

Phone: [\(407\) 985-3762](tel:(407)985-3762)

Se Habla Español

[store6377@theupsstore.com](mailto:store6377@theupsstore.com)

How to Find Location Near You: <https://www.theupsstore.com/tools/find-a-store>

### **OFFICE DEPOT**

Store # 511-Print-Services, Orlando (Closest one to our office)

7174 WEST COLONIAL DRIVE

Orlando, FL 32818

Phone [\(321\) 418-3423](tel:(321)418-3423)

Fax (407) 298-4456

How to Find Location Near You: <https://www.officedepot.com/storelocator/>



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## STORE SERVICES

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- **Faxing Service**
  - Our fax machines are always ready to go. Take advantage of the **UPS Store, FedEx Office, and Office Depot** fax services (sending and receiving faxes) and handle your business.
- **Computer Access** at the **UPS Store, FedEx Office, and Office Depot**
  - If you're out and about, but need a convenient place to:
  - Scan documents or photos
  - Revise an electronic business file.
  - Update and print your resume.
  - Check your email.
  - So Much more
- **Notary Services** at the **UPS Store, FedEx Office, and Office Depot**
  - Print your documents from our computer rental workstation, then have your documents notarized - all in one visit. Our licensed professional notary public is here to help.
  - **Be Prepared for Your Notary Visit** at the **UPS Store, FedEx Office, and Office Depot** Bring a valid, government-issued photo ID with you when you visit your local UPS Store center for notary services.
  - Laws vary by state and some documents may require witnesses in addition to the notarization. In some cases, a notary public might not be legally allowed to also, simultaneously, act as a signature witness. Accordingly, not all locations are staffed to provide additional signature witnessing services. Check with your local store if you wish to inquire as to the availability of signature witnesses if such a requirement is mandated by the laws of your state.
  - Many UPS Store locations do not notarize I-9 Employment Eligibility Verification forms or Wills. If you need an I-9 Employment Eligibility form or Will notarized, please contact the store first before visiting the store for notary services.
- **Why do documents need to be notarized?**
  - Certain documents must be notarized in order to have legal effect. Given the inherent formal and corresponding significance of this subject of legal documents that must be notarized, state governments have deemed it necessary to enlist a trained individual to assist with their execution. A "notary public," following his or her official appointment, a notary public performs as a quasi-public officer to attest to the proper execution of these important documents.
    - *Types of documents that may require notarization\*:*
    - Wills, Trusts, Deeds, Contracts, Affidavit