

# Scheduling

Last updated April 26, 2025

## Effortless Scheduling for Modern Notaries

*Now with Square Integration for Upfront Payments*

No more missed calls. No more endless phone tag. And no more lost leads from clients who just want to book fast.

NotaryCentral Scheduling gives your clients a clean, professional way to request appointments online — while you stay fully in control of your time, services, and fees.

### Why NotaryCentral Scheduling?

Book more clients, reduce back-and-forth, and project professionalism — all through your personalized scheduling link that works 24/7.

#### Your Personalized Booking Link

- Create a branded URL like ``YourName.cal.notarycentral.org``
- Let clients request appointments anytime — no calls or emails required
- Instantly sync bookings with your existing calendar
- Avoid double-bookings with real-time availability

🌟 Live example: [alexleon.cal.notarycentral.org](https://alexleon.cal.notarycentral.org)

#### Set Your Schedule — Your Way

Stay flexible without the chaos:

- Define your working hours and blackout dates

- Pause or resume bookings anytime
- Clients only see the slots you want to offer

### **Tailored Services & Location Options**

Offer exactly what your clients need — where they need it:

- Support for mobile, online, or signer-specified locations
- Configure pricing by service and location
- Add instructions, disclaimers, or travel notes per service

### **Transparent Pricing + Optional Upfront Payment**

Build trust — and get paid:

- Clearly list service fees, travel costs, and add-ons (like interpreters or scanbacks)
- Integrated with Square for optional upfront payment during booking
- Clients see the total quote before they confirm — no surprises

### **Mobile-First, Client-Friendly Experience**

Today's clients book on-the-go. You're ready for them.

- Fast, mobile-optimized scheduling
- Instant email confirmations + optional SMS reminders
- Fewer no-shows, more completed appointments

*"Take control of your schedule — and make it effortless for clients to say yes.  
Activate Online Scheduling on NotaryCentral today."*