

### LLC FORMATION SERVICES

We offer the following packages to suit your needs:

**DELUXE LLC PACKAGE: (includes)** **\$1,500.00 + \$150.00 if expedited**  
-name search  
-preparation and filing of Articles of Organization  
-1 certified copies of Articles of Organization  
*-processing and filing of Initial List of Members & Managers*  
-assistance with obtaining taxpayer identification number  
*-first year resident agent fee*  
-all standard filing fees for the Articles and Initial List  
-LLC kit, which contains: LLC notebook and label; operating agreement; minutes of 1<sup>st</sup> meetings of members and managers; IRS form for obtaining EIN; and ownership ledger

**STANDARD LLC PACKAGE: (includes)** **\$1,000.00 + \$150.00 if expedited**  
-name search  
-preparation and filing of Articles of Organization  
-1 certified copies of Articles of Organization  
-assistance with obtaining taxpayer identification number  
-all standard filing fees for the Articles  
-LLC kit, which contains: LLC notebook and label; operating agreement; minutes of 1<sup>st</sup> meetings of members and managers; IRS form for obtaining EIN; and ownership ledger

**ADDITIONAL ITEMS:**

-annual resident agent fee	\$375.00
-company seal	\$ 30.00
-extra copy of certified Articles	\$ 30.00/each

*All prices quoted are for payment in US dollars. For any payments made in US Dollars that are drawn on a non-US bank, there may be additional charges.*

**LLC FORMATION QUESTIONNAIRE**

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Please provide the name, address, telephone numbers and e-mail address of the person(s) to contact with questions about this LLC.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Facsimile #: \_\_\_\_\_  
e-mail: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Facsimile #: \_\_\_\_\_  
e-mail: \_\_\_\_\_

Desired Name(s) of LLC:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

The llc is to be managed by: \_\_\_\_\_ manager \_\_\_\_\_ members

The managers names and addresses are:

- 1. \_\_\_\_\_  
(name) (address)
- 2. \_\_\_\_\_  
(name) (address)
- 3. \_\_\_\_\_  
(name) (address)
- 4. \_\_\_\_\_  
(name) (address)
- 5. \_\_\_\_\_  
(name) (address)

The managers names and addresses are:

- 1. \_\_\_\_\_  
(name) (address)
- 2. \_\_\_\_\_  
(name) (address)

- 3. \_\_\_\_\_  
(name) (address)
- 4. \_\_\_\_\_  
(name) (address)
- 5. \_\_\_\_\_  
(name) (address)

**COMPLETE THIS SECTION ONLY IF YOU WANT OUR OFFICE TO SERVE AS YOUR LLC'S RESIDENT AGENT**

I, \_\_\_\_\_, hereby appoint Shawn Christopher  
(your name)

to serve as the organizer and resident agent for \_\_\_\_\_.  
(name of company)

Upon the filing of the Articles of Organization with the Secretary of State, Shawn Christopher will deliver and relinquish the above-named llc to \_\_\_\_\_,  
(name of Manager/Member )

a manager of the company, who will continue with the organization of the LLC.

I understand that Shawn Christopher will serve as resident agent for the above-named LLC, and that he is required by law to maintain certain items on its premises, namely a certified copy of the Articles of Organization, certified copy of the operating agreement, and list of members and managers or the name of person/company who will provide a list of members and managers on demand. Failure to provide these items to Shawn Christopher is grounds for him to resign as resident agent.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature)  
Print Name: \_\_\_\_\_

## LLC ORDER FORM

Name of LLC: \_\_\_\_\_

Formation Services:

Deluxe LLC Package	\$1,500.00	_____
Standard LLC Package	\$ 1,000.00	_____
Expedited Filing	\$ 150.00	_____
Extra copy of certified Articles	\$ 30.00 each	_____

Corporate Kit Supplies:

Company seal	\$ 30.00	_____
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Resident Agent Services:

Yearly Resident Agent Services (included with Deluxe Package)	\$ 375.00	_____
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**TOTAL**     \$                     

Payments can be made either by check or credit card (Visa, MasterCard, American Express or Discover).

If selecting to pay by credit card, complete the following:

Type of Card:     \_\_\_\_\_ Visa     \_\_\_\_\_ MasterCard

3 digit security code: \_\_\_\_\_

Card #: \_\_\_\_\_ expiration date: \_\_\_\_\_

Name as it appears on the card: \_\_\_\_\_

Address of cardholder: \_\_\_\_\_

I, the holder of the above-referenced credit card, hereby authorize the payment of \_\_\_\_\_  
(enter total)  
to Christopher Legal Group, Inc. and agree to be responsible for the charges indicated on this  
order form.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Cardholder

**RETAINER AGREEMENT**

This agreement is for the legal services to be rendered by Christopher Legal Group, Inc. (hereinafter referred to as "Attorney"), in connection with the formation of a new limited liability company by \_\_\_\_\_ (hereinafter referred to as "Client").

I. Client employs Attorney to perform legal services, and agrees to pay Attorney's fees of \$ \_\_\_\_\_ in connection with the formation of the new business entity according to the services requested by Client on the LLC Order Form that will be completed by Client.

II. Client agrees to: be truthful and cooperative; keep Attorney informed of any developments which may affect this matter; abide by this agreement; pay any amounts owed to Attorney in a timely fashion; and keep Attorney informed of Client's address, telephone number, and whereabouts.

III. Attorney agrees to be truthful, cooperative, and to keep Client informed of the status of this matter. Attorney further agrees to use his best efforts to return inquiries from the Client within 24 hours of receipt of said inquiry.

IV. Client may terminate Attorney at any time. Notice of termination from Client shall be in writing. Termination of this engagement shall not discharge Client from paying Attorney for legal services and costs related to this matter. Furthermore, Attorney may terminate this agreement at any time with good cause.

V. Attorney has not been retained to provide any tax advice concerning the formation and/or operation of the new business entity. Client should consult with his/her/its tax advisors as soon as possible regarding this matter.

VI. This Agreement will not take effect until 1) Client returns a signed copy of this agreement, 2) Attorney accepts employment by signing and returning a copy of this agreement to Client, and 3) Attorney receives the payment in full from Client.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Shawn Christopher, Esq.  
Christopher Legal Group, Inc.

DATED: \_\_\_\_\_

\_\_\_\_\_, Client

DATED: \_\_\_\_\_

\_\_\_\_\_, Client