

Silver State

L E G A L[®]

A Division of Grobl & Associates, Ltd.

Dear Client:

Please allow this letter to memorialize our agreement to organize your new Nevada entity for a flat fee of \$1,300.00 (inclusive of organizational filing fees), which will consist of the following services:


- 1) Prepare and file Articles of Incorporation (Corp)/Articles of Organization (LLC) with the Secretary of State of Nevada (filing fees included);
- 2) Prepare and file Initial List of Officers and Directors (Corp)/List of Managers and Members (LLC) (filing fees included);
- 3) Draft the Bylaws (Corp)/Operating Agreement (LLC) for the new entity;
- 4) Prepare the Organizational Minutes of the First Meeting of the Stockholders (Corp)/Members (LLC);
- 5) Provide you with a deluxe bound customized corporate book, which will include pre-printed membership certificates and a corporate seal;
- 6) Issue membership/share certificates;
- 7) Serve as the Resident Agent for your new Nevada entity for the first year;
- 8) Prepare and File a SS-4 Federal Identification Number Application Form (only if requested and if you provide us with a Social Security Number); and
- 9) Prepare and File Form 2553—Election to be treated as a Sub-Chapter "S" Corp., if requested.

The filing process will take approximately three (3) weeks from receipt of payment. If you need this process expedited, the Secretary of State offers an expedited 24 hour service for an additional fee of \$200.00.

If you are in agreement with the above-listed terms and conditions, simply fill out the attached Questionnaire and return the same with the attached Credit Card Authorization Form. Be sure to specify on the Credit Card Authorization Form if you are electing to expedite the filing process.

Thank-you again for allowing Silver State Legal to assist you with your legal needs.

Most Respectfully,



Christopher R. Grobl, Esq.

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NEW NEVADA ENTITY QUESTIONNAIRE

1. Your Name: _____
2. Address (include county): _____
3. Telephone Number: _____
4. Social Security Number (Personal): _____ / _____
5. Proposed Corporate Name (list your top two choices in order of preference)?
 - (a) _____
 - (b) _____
6. What is the purpose of the new Company? _____
7. Who will be the Stockholders (Corp)/Members (LLC) of the Company?
 - Please provide information requested in questions 1-4 for each owner and list the percentage of ownership.
8. Who will be the Directors (Corp)/Managers (LLC) of the Company?
 - Please provide information requested in questions 1-4 for each Director/Manager.
9. Who do you want to be designated as the Officers of the Company (Corp only)?
 - (a) President _____
 - (b) Vice President _____
 - (c) Secretary _____
 - (d) Treasurer: _____
9. Do you want your tax year to be (check one):
 - (a) Calendar (January 1 through December 31) _____
 - (b) Fiscal (please state desired tax year) _____
10. How many employees to you expect to have in the next 12 months?



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CREDIT CARD AUTHORIZATION FORM

Type of Card (Circle One): Visa MasterCard Discover Am Ex

Card Number: _____

Name of Cardholder: _____

Address of Cardholder: _____

Expiration Date: ____ / ____ (Month/Year)

V-Code: _____ (3 or 4 Digit Code on Back of Card)

Amount Authorized To Charge: \$ _____ .00

Cardholder Signature

Date