

## CORPORATE KIT ORDER FORM

1236 Powers Ferry Commons • Suite 100 • Marietta, GA 30067  
 Phone: 770-514-1234 • Fax: 770-514-7325

Order Separated: Date \_\_\_\_\_  Seal Copy  Certificate Copy

ACCOUNT # \_\_\_\_\_ SALESPERSON: \_\_\_\_\_  
 DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PERSON TAKING ORDER: \_\_\_\_\_  
 FIRM NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ SUITE # \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ ATTENTION: \_\_\_\_\_  
 PERSON PLACING ORDER: \_\_\_\_\_  
 UPS  PICK UP  DELIVER  OTHER \_\_\_\_\_

Please follow Steps 1-5 **Completely**, depending on type of Kit you have ordered.  
 Any incomplete order will **delay** process and delivery of your kit. Thank You.

**STEP 1 - TYPE OF CERTIFICATES:** (If Seal Order Only, Go to Step 7)  
 Regular Corp. Outfit (Steps 1-7)  LLC Kit (Steps 2, 5, 6, & 7)  Membership Kit (Steps 2, 5, 6 & 7)  Non-Profit Kit (Steps 2 and 7 Only)

**STEP 2 - WORDING FOR CERTIFICATES -** (For Reg, LLC, and Membership Kits Only)  
 Incorporated under the laws of the state of  GEORGIA  Other than Georgia \_\_\_\_\_  
 The Corporate Name is: \_\_\_\_\_ Indicate State  
**Name will appear on certs exactly as written above, such as Caps, Upper/Lower case, abbreviations etc.**

**STEP 3- SPECIFY SHARES & PAR VALUE -** (For Regular Kits Only)  
 Disregard the below if this is a LLC, Membership or Non-Profit Cert., go to Step 4  
 MAXIMUM AUTHORIZED  CAPITAL STOCK or  COMMON STOCK (must specify)  
 # OF SHARES \_\_\_\_\_ or \$ \_\_\_\_\_  
 PAR VALUE PER SHARE \$ \_\_\_\_\_ if no \$ Value, see below choices  
 PLEASE MAKE NO MENTION OF PAR VALUE  PLEASE STATE "NO PAR VALUE"  PLEASE STATE "\$0.00 PAR

**STEP 4- (For Regular Kits Only)**  
 Disregard the following if this is a LLC, Membership or Non-Profit Cert.  
 ARE THE WORDS "FULLY PAID AND NON-ASSESSABLE TO APPEAR?"  YES  NO

**STEP 5 - (For Regular, LLC and Membership Kits)**  
 THE CERTIFICATES WILL BE SIGNED BY  SECRETARY  OTHER  
 PRESIDENT AND  MEMBER \_\_\_\_\_

**STEP 6 - (For Regular, LLC and Membership Kits)**  
 Number Certificates 1-20  Do Not Number Certificates  Plain Minutes  
 Number Certificates \_\_\_\_\_ thru \_\_\_\_\_  Printed Minutes

**STEP 7 - WORDING FOR SEAL -** (For Regular, LLC, Membership Kits and Seal Only Orders)  
 Corporate Name on Seal to appear as written on Step 2. All Seals are done in ALL CAPITAL LETTERING ONLY.  
 If requesting **Seal only** - Corporate Name to appear as \_\_\_\_\_  
 Incorporated under the laws of the state of GEORGIA  Other than Georgia \_\_\_\_\_ Indicate State  
 Year to appear on Seal 20 \_\_\_\_\_  
 Special Instructions for Seal \_\_\_\_\_

**STEP 8 - Pick The Type of Seal You Want:** (For Regular, LLC and Membership Kits)  
 Note: All Seals Emboss from the left unless otherwise specified.  
 Regular Seal  LLC Seal with no periods in LLC  L.L.C. Seal with periods in L.L.C.  LLC Seal with Company Seal in middle  Non-Profit Seal with no dash in Nonprofit  Non-Profit Seal with dash in Non-Profit

### CHECK HERE

- Regular Corporate Outfit \$54.50
  - With No Seal 47.15
  - Extra Seal 21.95
  - #1 Pocket Seal Only 21.95
  - Printed Minutes Add 9.45
- LLC Kit \$61.85
- LLC Cert. 28.25
- LLC Seal 27.20
- Non-Profit Kit (with non-profit seal) \$52.40
- Non-Profit Kit (without seal) \$47.15
- Deluxe Corporate Outfit also available (Red Book) \$131.25
- More than 20 Certs Add \$1.31 per cert.
- Quotes for quantities of more than 100 certificates are available.
- Printed Certificates Only (Duke #2)
  - 25 28.35
  - 50 44.10
  - 100 59.85
- Style \_\_\_\_\_
- Other \_\_\_\_\_

### COMPONENTS FOR ABOVE

- Slip Box & Binder 14.70
- Set of Dividers (3-Part) 6.04
- (5-Part) 8.14
- Transfer Ledger 5.51
- Duke 2 Certificates (each) .42
- Cancellation Sheets (each) .09
- Minutes (Mylar Reinforced) 6.56
- Pre-Printed Minutes 9.45
- Leatherette Seal Pouch 2.63
- Tab Index 9.71

### SPECIAL SHIPPING INSTRUCTIONS

Order Taken By and Read Back By: \_\_\_\_\_