

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: _____