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.

□ 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 $52.40 (with non-profit seal)
□ Non-Profit Kit $47.15 (without seal)

□ 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)

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<td>44.10</td>
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□ Special Instructions for Seal _____________________________________________________________________________

□ Geographic Area

□ Other _________________________________________________________________________________________________

Incorporated under the laws of the state of GEORGIA ____________ Other than Georgia ________________

□ 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: ___________________________

□ 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 MEMBER

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

□ STEP 7 - WORDDING 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 ______________________________________________________

□ Incorporoted under the laws of the state of GEORGIA □ Other than Georgia ________________
□ 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 □ LLC C. Seal with periods in LLC □ LLC Seal with Company Seal in middle □ Non-Profit Seal with no dash in Nonprofit □ Non-Profit Seal with dash in Non-Profit

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: ___________________

revised 06/02/08