



The Law Offices of Nick Spradlin, PLLC

ATTORNEY AT LAW

Please complete the order and fax to (813) 333-6358

Date	How did you hear about The Law Offices of Nick Spradlin?	
PERSONAL INFORMATION		
Name:		
Phone Number:	Fax Number	
Personal Address:		
E-mail Address:		
QUESTIONNAIRE FOR A NON-PROFIT CORPORATION		
Entity Name 1.		
2.		
The Name MUST either Incorporation, Corporation, Company, Inc. Corp. or Co.		
Description of the Business Activity:		
Address of the Business:		
Mailing Address:		
MEMBER (S) NAME: (Only one is required)	U.S. Social Security Number	Phone Number
1.		
2.		
3.		
4.		
OFFICER(S): (One person may hold all offices and may be the same as the shareholder(s))		
Names	U.S. Social Security Number	Phone Number
President		
Secretary		
Treasurer		
Vice-President		
DIRECTOR(S) (Only one is required, may be the same as shareholder(s))		
Names	Address	
1.		
2.		
3.		
4.		

The Law Offices of Nick Spradlin, PLLC.

If you have any questions please call Toll Free 1 877-845-0621

Tampa: 813-435-3176 St Pete: 727-388-9682 Lakeland: 863-576-1935

www.nickspradlin.com

SERVICES

<p>\$90. State 501(c)(3) and Florida solicitation of Donations Documentation</p>	<p>If it is essential that your Non-Profit Corporation MUST be capable of soliciting Donations and Government Grants then you must first register a State 501(c)(3) Corporation and register your Florida Solicitation of Donation Documentation with the State. We will register your State 501(c)(3) with the Corporation for an additional \$90.</p>
<p>\$235.</p>	<p>We will Complete your Florida Solicitation Documentation (see above) for \$235.</p>
<p>\$999. Federal 501(c)(3)</p>	<p>If it is important that those who donate money to your Non-Profit Corporation be able to write off their donations as tax deductible gifts, then you will need to register a Federal 501(c)(3) with the Federal Government. We can register your Federal 501(c)(3) for \$999.00 (this does not include the Federal filing FEE)</p>
<p>\$120. Independent Contract Agreement</p>	<p>If you would like to hire a worker as an independent contractor (and file a 1099 for them) without the worry of the IRS coming after you because of the worker's failure to complete their own tax withholdings, having an executed Independent Contractors Agreement is must. Additionally, if vicarious liability (being sued because of a worker's negligent actions) is of a concern, again an executed Independent Contractors Agreement is a necessary layer of protection. The cost for an independent contractors agreement is only \$120 at the time of incorporating.</p>
<p>\$30. 10 New Hire Report</p>	<p>It is necessary to report your new hired employees (Including yourself) so to avoid paying expensive penalties from the Department of revenue, We will prepare 10 New Hire Reports for only \$30.</p>
<p>\$35. Unemployment Tax Account Number (Paperwork)</p>	<p>If you are going to be paying a wage to yourself or other employees, state law requires you to have an Unemployment Tax ID so that you may comply with the state unemployment withholdings. You will use the Unemployment Tax ID to mail in your quarterly unemployment withholdings due to the state. We will be glade to initiate the paperwork for an additional \$35.</p>
<p>\$70. Unemployment Tax Account Number (Acquire)</p>	<p>(Please see above)For those clients who need the Unemployment Tax ID quickly, we will acquire the actual Unemployment Tax Account Number and deliver it to you for an additional \$70.</p>
<p>\$35. Federal Tax ID Number</p>	<p>The Federal Tax ID Number is required to open a business account and to put your license into the corporate name. It is also necessary for those who need to get exempt from workers compensation insurance. The tax Id is only \$35 and we will acquire the actual number for your convenience.</p>
<p>\$100. Sales Tax ID Number (For Tax FREE Purchasing) DR-1</p>	<p>If you are going to purchase products that are not for resale but rather for company use then you need a Special Sales Tax ID Number for tax free purchasing. We can complete the paperwork for your Special Sales Tax ID Number for \$100.</p>
<p>\$35. Sales Tax ID Number For Resale (Paperwork) DR-5</p>	<p>If you need to purchase products for resale you will need a Sales Tax ID Number. The Sales Tax ID allows you to purchase the products tax free prior to resale. We will prepare the tax booklet for an additional \$35.</p>
<p>\$70. Sales Tax ID Number For Resale (Acquire) DR-5</p>	<p>(See above information) If time is of the essence, we will acquire the actual sales tax ID number for and additional \$70.</p>
<p>\$35. Sales Tax ID Number (Tax Booklet Preparation)</p>	<p>If you need to purchase products for resale you will need a Sales Tax ID Number. The Sales Tax ID allows you to purchase the products tax free prior to resale. We will prepare the tax booklet for an additional \$35.</p>
<p>\$120. Employment Agreement</p>	<p>Asset protection in case of an unforeseen bankruptcy is often overlooked when thinking of an employment agreement in Florida. A well drafted employment agreement would allow a shareholder to protect his money by paying himself a wage as an employee and utilize the unlimited cash account exemption. Set up your wage account so that no interest will be credited to it (have any interest earned on the wage account either mailed directly to you or credited to another account), deposit only the wages of the statutory head of the family into that account, and include the designation "WAGE ACCOUNT"</p>

	<p>in the account title.</p> <p>There are of course the important parameters for new hired employees such as protecting your trade secrets and other intellectual property from being stolen as well a non-competition clause. Additionally, the beginning and ending dates of the employment period, the amount of the salary and time period it will cover, a description of duties and title for employee, agreed paid vacation days and severance pay. We will draft an agreement that entails all the above elements and more. This agreement is only \$120 at the time of incorporation.</p>
\$65. Indemnification	<p>When you incorporate you are protected from law suits as a Shareholder (owner of a company). However, when you act as a director or officer you have to understand there is no corporate protection if you are sued. Therefore it is strongly recommended to have us register an indemnification in your articles of incorporation and draft a contract between the corporation and the directors/officers to give them an important layer of protection against law suits. The fee for this work is only \$65 at the time of incorporating.</p>
\$85. Registered Agent Service/Attorney Counsel Service	<p>Our Law Firm has a vital and effective service that no entrepreneur at any level should be without. The Registered agent Attorney Counsel Service. The service includes: Our firms news letter, "The Entrepreneur's Way", which is available 8 times a year and offers legal information to help run your business without fear; our firm will examine your Uniform Business Report as well all other State corporation filing documents and file them timely and correctly for your business, this will ensure that your business remains in good standing with the state and business community. Our firm will help you keep up your ongoing minutes for your corporation's meetings so to avoid problems in case of a law suit or audit against your company; our firm will comply with all applicable laws and statutes relating to your businesses' Registered Agent and Registered Office. Finally, you get limitless telephone consultations all year with regards to your business legal matters. If you order this service when you incorporate receive an additional two month Bonus, this means your first year of service will cover 14 months AND take a \$60 discount, so you pay only \$85 for the first 14 months of service.</p>
\$120. DBA (fictitious name)	<p>If you would like to have a secondary name to advertise your corporation under, it is required to have what is called a DBA or fictitious name registered correctly under the corporation. We will register the additional name and complete the required resolutions for only \$120 (2 weeks) Four Days (Add \$75.00) Two Days (Add \$150.00) Same Day (Add \$225.00)</p>
\$135. Vehicle Lease	<p>Do you use your vehicle for business purposes, if so a vehicle lease agreement would provide tremendous tax breaks as well as protection from losing the vehicle in case of a law suit. We will draft a vehicle lease for only \$135.</p>
\$135. Business Equipment Lease	<p>Do you have office equipment, construction equipment or other expensive equipment that you would like to protect from a law suit and yet still receive a valuable tax write off. If so have us provide you with an Equipment Lease for only \$135.</p>

\$95.	Regular Corporation	
\$90.	State 501(c)(3) and Florida solicitation of Donations Documentation	
\$235.	We will Complete your Florida Solicitation Documentation (see above) for \$235.	
\$999.	Federal 501(c)(3)	
\$120.	Independent Contract Agreement	
\$30.	10 New Hire Report	
\$35.	Unemployment Tax Account Number (Paperwork)	
\$70.	Unemployment Tax Account Number (Acquire)	
\$35.	Federal Tax ID Number	
\$100.	Sales Tax ID Number (For Tax FREE Purchasing) DR-1	
\$35.	Sales Tax ID Number For Resale (Paperwork) DR-5	
\$70.	Sales Tax ID Number For Resale (Acquire) DR-5	
\$120.	Employment Agreement	
\$65.	Indemnification	
\$85.	Registered Agent Service/Attorney Counsel Service	
\$120.	DBA (fictitious name) (4 Days add \$75.) (2 Days add \$150.) (Same Day add \$225.)	
\$135.	Vehicle Lease	
\$135.	Business Equipment Lease	
SPEED OF SERVICE (We normally get you your documents in about 2 1/2 weeks. If you need your corporation completed quicker we have different speeds of service)		
Same Day Incorporation for an additional \$225.00		
Next Day Incorporation for an additional \$150.00		
Three Business Days for an additional \$75.00		
SHIPPING INFORMATION Our Corporate Package are available for shipping to you via Ground (2-3) Business days for a charge of \$16.95 Also we have Overnight delivery for a charge of \$30.95 within the State of Florida.		
Regular shipping \$16.95		
Overnight \$30.95		
TOTAL		
Type of Credit Card		
Credit Card Number:		Exp:
Name on Credit Card:		Signature
Billing Address of Credit Card:		3 Digit Code

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