

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

<b>Date</b>	<b>How did you hear about The Law Offices of Nick Spradlin?</b>
<b>PERSONAL INFORMATION</b>	
<b>Name:</b>	
<b>Phone Number:</b>	<b>Fax Number</b>
<b>Personal Address:</b>	
<b>E-mail Address:</b>	
<b>QUESTIONNAIRE FOR A LIMITED LIABILITY COMPANY</b>	
<b>Entity Name 1.</b>	
<b>2.</b>	
<b>The Name MUST include Limited Liability Company, LLC, L.L.C.</b>	
<b>Description of the Business Activity:</b>	

**Address of the Business:**

<b>SERVICES</b>	
<b>\$45. Anonymous Services</b>	If you do not want to be identified on the public record as an officer or director of a Florida Corporation you do not have to be listed. Instead we can file you anonymous for a one time fee of \$45.
<b>\$50. 1244 Stock</b>	A Corporate Shareholder is normally allowed to write off only a capital loss of \$3,000 dollars. However, the issuance of 1244 stock provides the Shareholder with a maximum ordinary loss of \$50,000 (or \$100,000 in the case of the husband and wife filing a joint return.) Take advantage of this special stock issuance plan complete with resolutions for only \$50.
<b>\$120. Independent Contract Agreement</b>	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.
<b>\$70. Sub Chapter S Election</b>	The Sub-Chapter S Election allows the owners to avoid having their profits taxed twice because there are no corporate taxes with a Sub-Chapter S Election. This type of Tax Election also allows the owner to avoid the majority of his/her profits from being hit with a self employment tax. Lastly, the owners are able to write off their losses on their personal taxes, even against separate income (money from other employment or a spouses income on a joint return.) If you want your business to have these major tax advantages it costs an additional \$70.00 dollars. We will complete the Federal requirements and draft the Company articles, resolutions and membership certificates to reflect the companies status as an S-Election.
<b>\$35. Unemployment Tax Account Number (Paperwork)</b>	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.
<b>\$70. Unemployment Tax Account Number (Acquire)</b>	(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.
<b>\$35. Federal Tax ID Number</b>	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 \$35. at the time we organize your new LLC and we will acquire the actual number for your convenience.
<b>\$85. Workers Compensation Exemption Registration (Construction)</b>	We will prepare the workers compensation documentation correctly and timely so there is no delay in your obtaining an exemption from costly insurance premiums. If your business is construction related your allowed up to three officer exemptions, however they must also be 10% owners. We will prepare the documentation and the fee is \$85 for the first owner and \$20 per Owner thereafter. <input type="checkbox"/> \$105.00 (2) <input type="checkbox"/> \$125.00 (3)
<b>\$85. Workers Compensation Exemption Registration (Non-Construction)</b>	We will prepare the workers compensation documentation correctly and timely so there is no delay in your obtaining an exemption from costly insurance premiums. If your business is NOT-construction related you may acquire an unlimited amount of officer exemptions. In this situation the officers need not be owners. We will prepare the documentation for exemptions and the fee will be \$85 for the first officer and \$20 per officer thereafter. (if more please write on additional information) <input type="checkbox"/> \$105.00 (2) <input type="checkbox"/> \$125.00 (3) <input type="checkbox"/> \$145.00 (4)

<p><b>\$150. Security Agreement with a Loan Agreement</b></p>	<p>The flow of money is the grease that lubricates the wheels of commerce. Over the years important rights and protections have been developed to insure this flow continues. If you would like to loan money into your company other than that which you give in exchange for your stock, a <b>loan agreement</b> and <b>promissory note</b> is the proper way to do so. This works by having the loan agreement and promissory note signed between the corporation and Shareholder so the extra money is seen as a loan to be repaid. Additionally, a <b>security agreement</b>, when recorded acts as a buffer securing the loan agreement and promissory note against subsequent corporate creditors, thus keeping you first in line as the priority creditor to recover the loaned money. The fee for drafting the security agreement and helping with the state UCC filing is \$150. The loan agreement and <b>promissory note fee is an additional \$65.</b></p>
<p><b>\$35. Sales Tax ID Number (Tax Booklet Preparation)</b></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><b>\$70. Sales Tax ID Number</b></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><b>FREE Single Member Operating Agreement</b></p>	<p>Every Limited Liability Company MUST have an Operating Agreement to complete the owner's personal protection in the face of Litigation. The Operating Agreement MUST provide a clear outline of the rights and responsibilities of all parties to the LLC. The Agreement's provisions cover the procedural issues such as voting rights; rights and responsibilities of the Managers and Owners; financial matters; methods for amending the Operating Agreement; Owner withdrawal; dissolution of the Company; and the Buying and selling of the company's Ownership interest. It is a good idea that LLC governing procedures be establish and memorialized in a written Operating Agreement at the time of incorporating because after the formation of the LLC, matters may not be so easily agreed upon. Our tailor made Contract spells out the rights and obligations of the parties in the event disagreements come up. Even family owners should have an OPERATING AGREEMENT, since it could settle some issues without the expense of litigation. Having an Operating Agreement brings transparency and predictability with regards to issues mentioned above and thus tranquility when engaging in your day to day business activities.</p>
<p><b>\$120. Employment Agreement</b></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. <b>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" in the account title.</b></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 and agreement that entails all the above elements and more. This agreement is only \$120 at the time of incorporation.</p>
<p><b>\$70. Indemnification</b></p>	<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</p>

	this work is only \$70 at the time of incorporating.
<b>\$85. Registered Agent Service/Attorney Counsel Service</b>	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.
<b>\$120. DBA (fictitious name)</b>	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)
<b>\$135. Home Office Lease</b>	If you would like to take valuable deductions from the use of your home office you must have a lease agreement since land is involved. We will draft a home office lease for just \$135.
<b>\$135. Vehicle Lease</b>	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.
<b>\$135. Business Equipment Lease</b>	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.
<b>\$30. 10 New Hire Reports</b>	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.



\$149.	LLC	
\$45.	Anonymous Services	
\$50.	1244 Stock	
\$120.	Independent Contract Agreement	
\$60.	Sub Chapter S Election	
\$35.	Unemployment Tax Account Number (Paperwork)	
\$70.	Unemployment Tax Account Number (Acquire)	
\$35.	Federal Tax ID Number	
\$85.	Workers Compensation Exemption Registration (Construction) \$85.00 (1)    \$105.00 (2)    \$125.00 (3)	
\$85.	Workers Compensation Exemption Registration (Non-Construction) \$85.00 (1)    \$105.00 (2)    \$125.00 (3)    \$145.00 (4)	
\$150.	Security Agreement with a Loan Agreement <b>Promissory note fee additional \$65.</b>	
\$35.	Sales Tax ID Number (Tax Booklet Preparation)	
\$70.	Sales Tax ID Number	
\$30.	10 New Hire Reports	
<b>FREE</b>	Single Member LLC Operating Agreement    (\$35. For Multimember LLC)	
\$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.	Home Office Lease	
\$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 company 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 Company 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		
		<b>TOTAL</b>
Type of Credit Card		
Credit Card Number:		Exp:
Name on Credit Card:		Signature
Billing Address of Credit Card:		3 Digit Code

**The Law Offices of Nick Spradlin, PLLC.**

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