

THE WILLIAMS LAW OFFICE LLC

3675 CRESTWOOD PARKWAY, SUITE 400 • DULUTH, GEORGIA 30096

INFORMATION NEEDED TO PREPARE DOCUMENTS FOR A NEW LLC

PLEASE PRINT LEGIBLY OR TYPE! After you have filled in all relevant sections, fax these three pages to (866) 370-4434, or scan and email them to JJW@USA.net ; then phone (770) 381-7979 between noon and 6 PM for further instructions. If you have any questions, just call.

PROPOSED NAME OF LLC: (We will search and see if the name is available. If not, you will have to choose another.)

_____, LLC

INITIAL REGISTERED OFFICE AND REGISTERED AGENT: (This is the mailing address for a designated person to receive service in case of lawsuits and other legal communications. This must be an actual street address, where the agent can generally be found. It may be your attorney, or any other Georgia resident.) J. Jeffrey Williams, Esq.* Other:

Name (If Other): _____

Street Address (If Other): _____

PRINCIPAL PLACE OF BUSINESS: (This may be a P.O. Box or it may be an actual street address.)

Street Address: _____

NAME AND ADDRESS OF EACH MEMBER: (You may have any number of members, including one.) (If you have two or more members, consult with a CPA about filing a Form 8869 with the IRS.)

1. Name _____

Street Address _____

PERCENTAGE OF OWNERSHIP: 100% (Single-Member LLC only) 50% Other: _____ %

Initial Capital Contribution (if any- may be left blank): _____

2. Name _____

Street Address _____

PERCENTAGE OF OWNERSHIP 50% Other: _____ %

Initial Capital Contribution (if any- may be left blank): _____

* Registered Agent service free the first year; reasonable annual fee thereafter.

3. Name _____

Street Address _____

PERCENTAGE OF OWNERSHIP: 50% Other: _____ %

Initial Capital Contribution (if any- may be left blank): _____

4. Name _____

Street Address _____

PERCENTAGE OF OWNERSHIP: 50% Other: _____ %

Initial Capital Contribution (if any- may be left blank): _____

(If more than four owners, list info for others on a separate page)

ARE ALL MEMBERS / OWNERS AMERICAN CITIZENS? Yes No

TYPE OF OPERATING AGREEMENT – Please Select One:

A. MEMBER-MANAGED

One or more Members have all operating authority. Ownership interest (percentage) of each Member may or may not be equal, depending on wishes of organizers. All members have equal legal authority to act or sign documents on behalf of the Company.

B. MANAGER-MANAGED, TYPE I

There are one or more Members, but all operating authority is held by one or more Member(s) chosen to be Manager(s) by the Members. Ownership interest (percentage) of each Member may or may not be equal, depending on wishes of organizers.

C. MANAGER-MANAGED, TYPE II

There are one or more owners, but all operating authority is held by a single “all-powerful” manager who cannot be removed or replaced by the Members regardless of their percentages of ownership. This sole Manager serves until death, resignation, or incompetence, at which time the remaining Members must elect one or more Member(s) to be successor Manager(s) by majority vote. (Good arrangement for a parent to have children involved in ownership of an LLC, yet still fully control the LLC, and then turn control over to them only at death, incompetence, or retirement.)

IF “C” IS CHOSEN:

Name of Member to be Sole All-Powerful Manager: _____

Also please fill out the next page completely.

NEW LLC FORMATION CLIENT CONTACT DATA & CONTRACT

Please Print Legibly or Type

All information is kept in the strictest of confidence

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DULUTH, GEORGIA 30096

PHONE (678) 734-9745 FAX (866) 370-4434

(If more than one principal is being represented, please complete one copy of this form for each individual)

CLIENT/PRINCIPAL/CONTACT:

NAME: _____, _____, _____
Last First Middle

HOME ADDRESS: _____

MAILING ADDRESS
(If Different): _____

HOME PHONE _____ WORK PHONE _____

CELL PHONE _____ FAX # _____

TODAY'S DATE _____ E-MAIL ADDRESS: _____

REFERRED BY: _____

I, the undersigned client, do hereby hire and engage The Williams Law Office LLC to organize a new LLC, including: Name search; file Articles of Organization w/ Georgia Secretary of State; pay \$100.00 state filing fee; draft customized Operating Agreement; order, set up, & pay for permanent Company Book with company seal; & print membership unit certificates.

Legal services \$349.00 + Corporate Book, Membership Certificates and Seal \$100 + State filing fee \$100.00 = TOTAL COST	\$549.00
- Retainer Payable upon beginning	\$274.50
= Amount Due Upon Completion	\$274.50

SIGNED this ____ day of _____, 20____.

(Signature of Client)

Retainer attached? Please attach copy of Driver's License

Please note that most people need to file for an EIN (employer Identification Number) with the IRS after the LLC is set up. To do this, go to: www.irs.gov and search for EIN.

DISCLAIMERS: (1) The Firm cannot guarantee a completion date, as it is contingent upon the time approval is received from the Georgia Secretary of State and other factors which are beyond the Firm's control. (2) The Firm does not guarantee that the recommended entity is the best for your particular circumstances, as every situation is unique and final decisions on all matters should be reviewed by a CPA familiar with your particular circumstances.