

# Corporate/LLC/Non-Profit Kit Order Form

Corporate Kits Plus, Inc.  
5875 Peachtree Industrial Blvd., Suite 170  
Peachtree Corners, GA 30092

Tel (770) or (888)736-5187  
Fax (770) or (888) 736-5183

**Order Online at [www.corporatekitsplus.com](http://www.corporatekitsplus.com)**

**Send orders via fax or email to  
[orderdesk@corporatekitsplus.com](mailto:orderdesk@corporatekitsplus.com)**

**Billing/Contact Name:** \_\_\_\_\_

**Shipping Information (Only If Different):**  Residential  Commercial

Company Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Ship County: \_\_\_\_\_

**Name of Corporation or LLC:** Print name exactly as shown on Articles of Incorporation/Organization, including case, spacing, and punctuation.

**Type of Order**

- Standard Black Minute Book / Kit\*
- Deluxe Corporate Minute Book / Kit\*
  - Burgundy
  - Black & Burgundy
- \* Seal and applicable Certificates Included
- Certificates Only
- Seal Only
- Certificates & Seal Combo

**For Profit and Corporate Style LLC ONLY:**

- Number of Authorized Shares/Units:**
- 1,000     5,000
  - 10,000     25,000
  - 50,000     100,000
  - Other \_\_\_\_\_

**Par Value:**

- Leave Blank
- No Par Value
- \$1.00 Par Value
- \$ \_\_\_\_\_

**Type of Corporation / LLC / Non-Profit**

- Standard (C Corp or Sub S Election)**
- Statutory Close**
  - with Directors
  - without Directors
- Professional**
- Professional Statutory Close**
  - with Directors
  - without Directors
- Limited Liability Company**
  - Single Member
  - Member Managed
  - Elected Manager
  - All Powerful Manager
  - Corporate Style w/Shares
  - Corporate Style w/Units

**Is the LLC a Professional LLC?**

- YES     NO

**Non-Profit**

- Elected Director
- Self Perpetuating Board

**State of Incorporation:**

- Georgia             Alabama
- Florida             North Carolina
- Tennessee         South Carolina
- Other \_\_\_\_\_

**Type of Minutes / Operating Agreement**

- Preprinted Fill-in-the-blank Minutes\*
- Blank Paper - 30 Pages
- No Blank Paper
- \*Additional charges will apply

**Include Helpful Memo?** No Extra Charge

- YES     NO

**Year of Incorporation on Seal?** No Extra Charge

- YES, Indicate Year \_\_\_\_\_
- NO

\*Additional charges will apply for Oversized Seals for names exceeding 42 characters, including spacing and punctuation.

**Securities Legend?** No Extra Charge

- YES     NO

**Number the Certificates\*?**

No Extra Charge for Standard Numbering

- YES     NO
- Standard - Starting No. is 1
- Other \_\_\_\_\_

\*Additional charges will apply for Non Standard Numbering ex. 001, 1001, 101A

**Add Extra Certificates\*?**

- 20     40     60     80

\*Additional charges will apply

**Corporation Certificates Signed By:**

- President and Secretary
- Other \_\_\_\_\_ / \_\_\_\_\_

**LLC Certificates Signed By:**

- Member = 1 Signature Line
- Manager = 1 Signature Line
- Member = 2 Signature Lines
- Manager = 2 Signature Lines
- Manager/Member = 2 Sig. Lines
- Member=1 Line / Manager = 1 Line
- President and Secretary *Corporate Style*
- Other \_\_\_\_\_ / \_\_\_\_\_

**Certificate Colors - Check Type of Certificate And Check Color on the Same Line**

- Profit**                     Green     Blue     Brown     Burgundy

- LLC w/ Percent**     Green     Blue

- LLC w/Shares**     Green     Burgundy    **Corporate Style w/Shares LLC ONLY**

- LLC w/Units**     Green     Burgundy

**Non-Profit Certificates are available upon specific request, and additional charges will apply.**     Green     Blue

<input type="checkbox"/> <b>Customize Certificates - No Extra Charge - Shareholders/Members:</b>	Shares/Units/%	Special Instructions:
1st Person		
2nd Person		
3rd Person		
4th Person		