

File the Articles of Incorporation for a California Non profit Corporation With the California Secretary of State's office

Pages attached: _____

Do not attach bylaws. The Secretary of State will not file them.

STEP 1:

Name of Business Entity: _____

NOTE: Our filing fee does not include name availability or name reservation. Please purchase a name availability check prior to faxing the Articles of Incorporation. If you have previously reserved a name, please attach a copy of the name reservation certificate.

STEP 2: Shipping

 - How would you like your order returned? (Default method is fax followed by regular mail)

Choose one free: Fax (to one location in the U.S. only) OR Scan and e-mail the document (one address only)

*Fax number or E-Mail address for scanned document: _____

FedEx: add \$25.00 for priority overnight or add \$20.00 for 2nd day I have my own FedEx acct. _____

Regular Mail: No charge. Please note that we highly recommend that you use FedEx as we do not and cannot guarantee regular mail.

STEP 3: Fees

 - Our fee: \$70.00 service fee plus the Secretary of State fee is \$45.00. State Fee includes a \$30.00 filing fee plus the \$15.00 counter/expedite fee. Total fees: \$115.00.

Add a Certificate of Good Standing to this order: \$40.00 (If ordered later, total fee is \$50.00 plus shipping - save \$ and order now.)

Add Registered Agent services for one year: \$169.00. Please fax the contact form (found on our website) with this order form. Call for questions.

Add a standard CORP Kit- includes seal embosser, bylaws, minutes, 20 stock certificates, binder + 2nd day shipping \$85.00 Black or Burgundy

Our fee includes: Filing your document with the Secretary of State the same day we receive your request in Sacramento (if before 2:00 PM PST and this form is completed correctly), writing required checks, making required copies, obtaining TWO certified copies from the Secretary of State, faxing or e-mailing your filed document, and returning the certified copies via regular mail. FedEx is additional. The state takes an average of 7-10 business days to file the Articles of Incorporation. The document will be given the file date it was submitted on. Corporate numbers are not available until the filing is complete. 24 hour rush service and same day rush service available for additional fees. Please do not use this form for rush services.

Order Total: _____ (If you are unsure how to calculate the order, please check here and we will contact you. Please note that if we are unable to get a hold of you, it will delay your order.) Our fee does not include the state fee or FedEx shipping fees. Example: File Articles of Incorporation plus FedEx. Our filing fee is \$70 + state fee of \$45 + \$25 FedEx = \$140.00.

STEP 4: Shipping Address

 (must be a physical address if you have chosen FedEx): Is this address in a residence? Yes No

Firm Name (if applicable): _____

Attn (first and last name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone (required): _____ Alt. #: _____

Fax #: _____ (This fax # must be a free standing fax or have the ability to receive faxes at anytime or an additional \$3.00 "call before fax" charge will apply.) Call me before you fax the document.

STEP 5: Payment Information:

Credit Card Type: Visa MasterCard American Express Discover Bill my account

I am paying with a personal credit card I am paying with a corporate credit card.

Card Number: _____ Exp. Date ____/____ (mo/yy)

Billing address: same as shipping Name of Cardholder (REQUIRED): _____

different billing address: _____

City: _____ State: _____ Zip: _____

Total Amount: _____ (Please indicate our fee, the state fee, and any shipping fee)

Signature of Card Holder (Required): _____

By signing this form, I give permission to Sun Document Filings (SDF) to bill my credit card for the price of this order. If I am using my company's card, I am signing as an authorized user. I confirm that I have read and agree with Sun Document Filings' terms and conditions that are found on their website. I understand that Sun Document Filings' makes no guarantee that the Secretary of State will accept this document. If the document is rejected, further state and service fees will apply. I have double checked this form and the Articles of Incorporation for errors and with my signature, I authorize SDF to file my document immediately. We make no guarantees to how long it will take the Secretary of State to process your document. Most documents are filed within 7-10 business days. We visit the Secretary of State's office 3 times a day, Monday thru Friday. We will pick up the document as soon as the Secretary of State has completed the filing. All shipments sent to a residence or residential neighborhood as determined by FedEx, will be charged an additional \$2.50. Sun Document Filings thanks you for your business.