

Please fax this completed form to: 800-498-3611

-- 24 HOUR RUSH FILING --

or E-mail to: order@sundocumentfilings.com

File the Articles of Organization – Limited Liability Company (LLC)

With the California Secretary of State

Pages attached: _____

Do not attach the operating agreement. The Secretary of State will not file it.

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 Organization. If you reserved a name, attach a copy of the name reservation certificate or our order form that contains the reservation number.

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: \$200.00 service fee plus the Secretary of State fees of \$420.00 (fee includes a \$70.00 filing fee plus the \$350.00 24 hour rush fee). Total fee: \$620.00

Add a standard LLC Kit - includes seal embosser, operating agreement, 20 membership certificates, binder + overnight shipping \$110.00 Black or Burgundy
Add a CA Certificate of Good Standing on a 24 hour rush basis: \$155.00 (If ordered later, total fee is \$255.00 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.

Our fee includes: Filing your document on a rush basis with the Secretary of State the same day in Sacramento (if before 2:00PM 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. Note: The Secretary of State will complete the filing within 24 hours after they receive it. The document will be given the file date it was submitted on. LLC file numbers are not available until the filing is complete. Please allow 24 hours plus run/copy/fax/scan time (1-2 hours depending upon the time the document is returned) before calling and checking on your document.

Order Total: _____

Example: File the Articles of Incorporation plus FedEx. Our filing fee is \$200 + state fee of \$420 + FedEx \$25 = \$645.00.

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

I am paying with a personal credit card I am paying with a corporate credit card.*Name of corp: _____

Card Number: _____ -- _____ -- _____ -- _____ Exp. Date ____/____/____ (mo/yy) (please double check the card number)

Billing address: same as shipping **NAME ON CARD (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. My signature above confirms my knowledge and acceptance of fees, cutoff times, and policies of SDF's California Rush Filing Policy found on their website at: <http://www.sundocumentfilings.com/californiarushpolicy.htm>. I have double checked this order form and the Articles of Organization for errors and with my signature, I authorize SDF to file my document immediately. I understand that if this rush is rejected, the Secretary of State will retain my \$350 rush fee and another \$350 rush fee will be required upon resubmittal. In addition, SDF will retain my \$200 rush service fee and another \$200 service fee will be required upon resubmittal. I understand that SDF has made no guarantees that the Secretary of State will accept and file my Articles of Organization. I am filing this document at my own risk. I understand that there are no refunds, no cancellations - no exceptions.

Sun Document Filings

<http://www.sundocumentfilings.com>

Phone: 800-498-2822 ~ Fax: 800-498-3611