

Please fax this completed form to: 800-498-3611  
or E-mail to: order@sundocumentfilings.com

Please do not attach the operating agreement

# File the Articles of Organization 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 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 2<sup>nd</sup> 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 plus the Secretary of State fee is \$85.00. State fee includes a \$70.00 filing fee plus the \$15.00 counter/ expedite fee. Total: \$155.00

Add a standard LLC Kit - includes seal embosser, operating agreement, 20 membership certificates, binder + 2nd day shipping \$85.00 Black or Burgundy

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.

**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 Organization. The document will be given the file date it was submitted on. LLC numbers are not available until the filing is complete. **Same day and 24 hour rush services available for additional fees.**

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 the Articles of Organization plus FedEx. Our filing fee is \$70 + state fee of \$85 + \$25 FedEx = \$180.00.

## STEP 4: Shipping Address (must be a physical address if you have chosen FedEx): Is this address in a residence? Yes No

Firm Name: \_\_\_\_\_

Attn: \_\_\_\_\_

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

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, I understand that further state and service fees will apply. I have double checked this form and the Articles of Organization 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.

Thank you for your business.