

SERVICO, INC.
P.O. BOX 871
ALBANY, NEW YORK 12201
(518)463-4179 (518)463-3752

LLC CONVERSION WORKSHEET (a General Partnership or Limited Partnership to an LLC)

NAME OF PARTNERSHIP:

Indicate whether a
LIMITED PARTNERSHIP OR GENERAL PARTNERSHIP: _____

NAME OF THE NEW LIMITED LIABILITY COMPANY: _____

LOCATION OF PRINCIPAL OFFICE: County of _____

SERVICE OF PROCESS ADDRESS:
(Address may be outside of New York)

LIMITED LIABILITY COMPANY IS TO BE MANAGED BY: (choose one)
one or more: Members _____ or Managers _____

Duration: PERPETUAL: _____ or OTHER: _____

NAME OF PARTNER AUTHORIZING: _____

WOULD YOU LIKE SERVICO TO PUBLISH?
YES _____ PROVIDE QUOTE _____ NO _____

FEES: (time frame for filing: 7-10 day Routine, or Rush, 24 - 48 hours)
Prepare & File Articles of CONVERSION \$95.00
Administrative Handling 5.00
Dept of State filing fee \$225.00 Rush or \$200.00 Routine
New LLC Kit (if needed) 85.00
Shipping 8.50
Sales Tax (calculate your local tax on Kit and shipping charges only)
Publishing fees: Call for quote - Publishing varies with County Location

Your Name: _____
Your Firm: _____

Billing/Mailing Address: _____
Your Phone #: _____ Your Fax #: _____
Let This Letter Serve as My Authorization to Charge My Amex/MC/Visa (Initial Here) _____
Card # _____ Expires _____

IN THE AMOUNT OF ** _____

Print Name of Card Holder: _____

Print Complete Billing Address on Credit Card: _____

Signature of Card Holder: _____

** Please note: This fee is an estimate only. It is possible to incur additional disbursements in order to complete this order. If so the additional fees will be charged to this credit card.