

SERVICO, INC.
P.O. BOX 871
ALBANY, NY 12201
PH# 518-463-4179 FAX# 518-463-3752

PROFESSIONAL CORPORATION WORKSHEET (OTHER THAN LAW)

NAME OF CORPORATION: (in order of preference, must end with P.C. or Professional Corporation)

PROFESSION TO BE PRACTICED: _____

NAME, LICENSE # AND ADDRESS FOR EACH PROFESSIONAL(shareholder)

COUNTY WHERE PRINCIPAL OFFICE IS LOCATED: _____

SERVICE OF PROCESS ADDRESS:

STOCK STRUCTURE (if other than 200 no par value): _____

FEES:

Servico, Prepare & File	\$ 95.00
Servico, obtain Education consent	\$ 75.00
Servico, fee to obtain certified copy to refile	\$ 15.00*
Servico, Administrative Handling	\$ 5.00
NYS Dept. of State filing fee	\$170.00
Dept. of Education fee	\$110.00
Corporate Kit:	\$ 75.00*
Shipping (UPS)	\$ 8.50*
Sales Tax* (Calculate your local tax on the fee to obtain c/copy, corporate kit and shipping charges)	
TOTAL: Add all fees, after calculating your local tax on three items marked above*	

Once we receive the completed worksheet we will prepare the certificate and fax/email back to you for the signature of the professional. When we receive the signed certificate we will then obtain the consent of the NYS Dept. of Education, Div. of Professional Licensing - this process takes about 2-4 weeks. After consent is received, the PC is filed with the Secretary of State in 24-48 hours.

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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 and Complete Billing Address on Credit Card:

** 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.