

SERVICO INC.
283 WASHINGTON AVENUE
ALBANY, NEW YORK 12206
518.463.2705 / 518.463.3752 : FAX

WORKSHEET FOR PREPARATION/FILING OF NEW YORK ASSUMED BUSINESS NAME

Legal Name of Entity _____

Assumed Name to be Filed _____

Physical Address Where Assumed Name Will be Used & County _____

Principal Address of Business _____

Any Additional Counties to Be Included _____

Name and Title of Person Authorized to Execute Document on Behalf of Entity _____

PREPARE AND FILE	\$ 75.00
DISBURSEMENT TO DEPT. OF STATE (Filing)	\$ 25.00 PLUS Additional Fee Per County Chosen \$25.00*
<i>*except: NY, Kings, Queens, Bronx and Richmond which are all \$100.00 ea.</i>	
CERTIFIED COPY	\$ 10.00
RUSH HANDLING	\$ 25.00
ADMINISTRATIVE HANDLING	\$ 5.00
TOTAL	<u>\$165.00 (one county, other than the 5 boroughs</u> <u>\$240.00 (1 county) (any county designated with *</u> <u>Is \$100.00 per county)</u>

*****Total fee for Assumed Name filed under LLC's is \$140.00

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: _____

** 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.

Signature of Card Holder: _____