



BILLING INFORMATION

Firm Name (if applicable): _____
Contact Person: _____ Title: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Mobile Phone: _____ Fax: _____
E-mail: _____ Web: _____

SHIPPING INFORMATION

Shipping Method: USPS - **OR** - Fed-Ex: Express Saver 2-Day Standard Overnight Priority Overnight

Firm Name (if applicable): _____
Contact Person: _____ Title: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

COMPANY DETAILS

Company name, **EXACTLY** as on file with New York Department of State: _____
If the company name has changed, the original name on record: _____
Date of Filing: _____ County of Publication : _____
Service of Process Address: _____

DOCUMENTS

Provide the following so we can prepare your legal notice accordingly:

- Copy of the Articles of Organization as filed with the New York Department of State
- Copy of the Filing Receipt as issued by the New York Department of State

PACKAGE FEATURES & FEES

Publication fees vary per County due to paper costs. **Please call for a quote.** The following services are included in our package:

- Obtain paper designations from County Clerk
- Preparation of the legal notice
- Submission to papers and review of proofs
- Obtain Affidavits of Publication from papers
- Preparation of Certificate of Publication & filing w/ NY Department of State
- Obtain filing receipt as issued by the NY Department of State
- All paper and State filing fees

ADDITIONAL OPTIONS

- 24-Hour Expedited Filing
- Certified copy of your publication document

PAYMENT

Payment Authorization: By submitting this form I authorize Accumera LLC to take payment for the services requested via the following payment method. Payments can be made by **eCheck, Visa, MasterCard, AMEX, Discover and wire transfer.**

- Use my payment method already on file
- Email me an invoice for the services requested and I will make a payment online at <https://payments.accumera.com>

First Name/Last Name: _____ Signature: _____