

INCORPORATION WORKSHEET

INCORPORATOR:

Name: _____

Address: _____

Phone: _____ Ext. _____

S.S.N.: _____

NAME:

Legal Name of corporation: _____

Trade Name: _____

County _____

Phone: _____

BUSINESS ACTIVITIES: This Corporation will begin on _____, with an initial number of employees of approximately 1, and anticipated first year revenues of approximately \$_____

The primary activities of the corporation can be described as follows: _____

STOCK:

The corporation will authorize the following number of shares: _____

The shares will be: \$_____ per share.

The shareholders will have preemptive rights with respect to additional shares of stock sold by the corporation.

The shareholders will be required to offer their shares to the corporation before selling to other parties.

FISCAL YEAR:

The fiscal year of the corporation will end each year on December 31.

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PRINCIPAL PLACE OF BUSINESS:

The address where the corporation's principal place of business will be located is:

Address: _____

Address: _____

City/State/Zip: _____

SHAREHOLDERS:

Name: _____

Address: _____

Phone: _____ Ext.: _____

Percentage ownership of corporation: _____%

Amount to contribute: \$_____

Name: _____

Address: _____

Phone: _____ Ext.: _____

Percentage ownership of corporation: _____%

Amount to contribute: \$_____

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DIRECTORS:

The terms will be staggered and the directors will be divided into 3 groups.

The following persons will be the initial directors of the corporation:

Name: _____

Address: _____

Phone: _____ **Ext.:** _____

Name: _____

Address: _____

Phone: _____ **Ext.:** _____

Name: _____

Address: _____

Phone: _____ **Ext.:** _____

The corporation will defend the directors and officers against lawsuits.

Business transactions between the corporation and its officers and directors will be allowed.

Instruments, which relate to an interest in real estate, must be signed by the following:

- President or Vice-President and Secretary or Treasurer

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VOTING:

All matters that require a vote of shareholders shall be approved by a simple majority vote.

Action may be taken without a meeting if a simple majority of the shareholders consent to the action in writing.

An amendment to the bylaws shall be approved by a simple majority vote.

MEETINGS:

Shareholder meetings will be held at the principal place of business unless otherwise specified in a notice to the shareholders.

AGENT FOR SERVICE OF PROCESS:

The name and address of the agent of the corporation for service of process will be:

Name: _____

Address: _____

Phone: _____ **Ext.:** _____

SEAL:

The corporation will / **will not** have a corporate seal.

STOCK CERTIFICATES:

The corporation will / **will not**, unless requested, issue stock certificates.

GEOGRAPHICAL AREA OF BUSINESS OPERATIONS:

The business will conduct its operations in the following geographical area: Georgia

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ORGANIZATIONAL EVENTS:

The owners are interested in authorizing the following:

Corporate bank account
Bank loan
Subchapter "S" tax status or "C" tax status

Leased office space at: _____

Landlord: _____

Date of first annual shareholders' meeting:

_____, 2007

Time: 7:00 PM

Location: _____

Employment agreements with officers:

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ADVISORS: The following financial and professional advisors will be providing services to the business:

Accountant: _____
Firm: _____
Address: _____
_____, _____
Phone: _____ Ext. _____

Lawyer: _____
Firm: _____
Address: _____
_____, _____
Phone: _____ Ext. _____

**Business
Advisor:** Marsha Still
Firm: The Brandon Group, Inc.
Address: PO Box 225
Midway, GA 31320
Phone: (912 545-2625)

**Insurance
Agent:** _____
Agency: _____
Address: _____
_____, _____
Phone: _____ Ext: _____

Banker: _____
Bank: _____
Address: _____
_____, _____
Phone: _____ Ext: _____

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