

# HALEY & HALEY

ATTORNEYS, LLC

## NEW CORPORATION OR LLC FORMATION

### CLIENT INTAKE DATA

\*All information maintained in strict confidence\*

#### CLIENT/PRINCIPAL/PRIMARY CONTACT:

Full Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_

Home Address:

\_\_\_\_\_  
\_\_\_\_\_

Mailing Address (if different):

\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Referred by: \_\_\_\_\_

Are all principals, including yourself, U.S. Citizens?  Yes  No

I, the undersigned client, hereby engage Haley & Haley Attorneys, LLC to perform the following on my behalf:

Organize a new Georgia corporate entity, to include the following legal services: Conduct a corporate name search and reservation, draft and file Articles of Incorporation or Articles of Organization, pay necessary state of Georgia corporate formation filing fees, obtain Federal EIN, draft Operating Agreement or Bylaws<sup>1</sup>, prepare permanent corporate record book and stock or unit certificates.

Closely-held Corporation or LLC Only	\$650.00
Retainer Due	\$325.00
Amount Due Upon Completion	\$325.00

So agreed this \_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
(Signature of Client)

<sup>1</sup> CORPORATE ENTITIES REQUIRING SPECIALIZED AND/OR COMPLEX AGREEMENTS OR PROVISIONS PURSUANT TO THE SPECIFIC NEEDS OF THE MEMBERS OR SHAREHOLDERS MAY BE CHARGED ADDITIONAL FEES FOR LEGAL SERVICES.

**Please read carefully with regard to Georgia Limited Liability Companies:**

An LLC is organized and comprised of its Members. The Members are the owners of the Company. The Member is the equivalent of a shareholder of a corporation or a partner of a partnership. Limited liability companies can also have an "economic interest holder" who shares in the profits but does not possess the full rights of a member.

Managers, as the name suggests, are the managers of a limited liability company. A manager is the equivalent of a director of a corporation or a general partner of a limited partnership. A manager does not have to be a Member of the company. The Manager may possess the equivalent powers of officers of a corporation. A Manager (or Managers) may be elected from time to time, or may be permanent designated by the company's Members such that the Manager can only be removed for serious misconduct. Managers are optional. A limited liability company may be managed by its Member(s) or a designated Manager.

**Please choose one of the following:**

\_\_\_\_\_ **Member-Managed LLC**

I would like the Members (either myself as the sole-member or all members) to act as the managers of a limited liability company, thereby collectively managing operational matters and acting as agents with full discretionary powers to bind the company, except as limited by the Operating Agreement (partnership agreement).

\_\_\_\_\_ **Manager-Managed LLC**

I would like a designated Member or other qualified individual to act as Manager of the limited liability company, thereby managing operational matters and acting as agent with full discretionary powers to bind the company, except as limited by the Operating Agreement (partnership agreement). The Manager of the Company shall be:

Full name of Manager: \_\_\_\_\_

**Please list below the legal name, address and phone number of each Member/Stockholder and their respective ownership percentage in the company, INCLUDING the designated Manager(s) or Officers (normally corporations only), if any:**

_____	____%	_____	____%	_____	____%
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
_____	____%	_____	____%	_____	____%
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	

*(Continued on next page)*

**Please list below initial capital contributions / investments, if any** (this includes and cash or other property which shall be initially invested by one or more Member / Shareholder):

**Name:**

**Contribution Amount or Description:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Please indicate below, in order of preference, three names for your new company:**

*(EXACTLY as you desire your company name to read - be precise in your spelling, spacing, capitalization, etc.)*

- 1) \_\_\_\_\_, LLC
- 2) \_\_\_\_\_, LLC
- 3) \_\_\_\_\_, LLC

**Please indicate below any special wishes with regard to your new company:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_