

# Company kit order form for binder, slipcase, and seal

## Instructions for fillable PDF checklist

This Adobe PDF form for ordering a company binder, slipcase, and seal lets you fill in the form onscreen or print it and fill it out by hand. You can submit the form to Lawyer’s Aid by mail, by printing and faxing, or by email. The form can be saved on your computer, copied, and reused.

The black vinyl three-ring binder shows the company name in gold on its spine and stores in a dust-proof matching slipcase. The heavy-duty seal embosses papers with a medallion of the company name.

### A. Customized Binder, Slipcase, and Seal checklist

1. Type of kit you wish to order:

- Binder, slipcase, and seal
- Binder and slipcase only
- Embossing seal only

2. Type of entity:  Limited Partnership (LP)  Professional Association (PA)  
 Limited Liability Partnership (LLP)  Other: \_\_\_\_\_

3. Entity name:

\_\_\_\_\_

### B. Order form, prices, and contact information

Prices *include* sales tax and standard shipping costs. All prices may change without notice.

#### 1. To order, select the services and outfit desired:

- Customized binder, slipcase, and seal**  
Professionally organize your important company documents with a customized three-ring binder, slipcase, and embossing seal (satisfaction guaranteed).
  - Binder, slipcase, and seal .....\$45
  - Binder and slipcase only .....\$20
  - Embossing seal only .....\$27
- Long name on Embossing Seal**  
40+ characters/spaces in entity name .....\$10
- Residential address shipping fee**  
UPS surcharge applied when delivering Outfit to residential areas .....\$10
- Federal Express service:**  
Call (888) 474-2112 for options .. Add \$ \_\_\_\_\_

2. Total the above services and items selected ..... \$

#### 3. Submit to Lawyer’s Aid Service:

Email to [maindesk@LawyersAidService.com](mailto:maindesk@LawyersAidService.com)      Print and fax to (888) 474-4218      Call (888) 474-2112 to place your order

#### 4. Submit simultaneous payment:

By credit card via online portal: [www.LawyersAidService.com/Payment](http://www.LawyersAidService.com/Payment)      Or mail to: PO Box 848 Austin, Texas 78767-0848

**Guarantee**  
Unless you are thoroughly satisfied with your binder or seal, Lawyer’s Aid Service will replace it or send you a refund.

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Type or sign your name to confirm you are sending payment (required): \_\_\_\_\_