

# Client interview checklists for registered agent service

---

A. Registered agent service checklist.....	page 1
B. Order form, prices, and contact information.....	page 2

---

## A. Registered agent service checklist

Company name:

---

Filing date if known:

Filing number if known:

---

Attorney or main contact:

Title:

Address:

Phone:

Fax:

Email:

---

Person to receive citations,  
process, and lawsuits:

---

Alternative contact  
person(s) (if unable to  
reach attorney or main  
contact):

---

Person to receive tax  
notices:

---

Person to receive other mail:

---

Person to receive billing:

---

Special instructions:

---

(continued)

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

No prices have changed since 1996, though prices may change without notice.

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

**Change of Registered Agent**

If your company has another registered agent and you wish to switch to Lawyer’s Aid, we will prepare and file a Change of Registered Agent at no cost to you. No further details are needed..... **\$0**

**Registered agent service**

With Lawyer’s Aid Service as your registered agent, you receive quick response on any serious matter that arrives, from service of a lawsuit to next year’s tax notices. If and when a lawsuit walks in the door, we immediately phone the company’s attorney and your other designated contacts and send document copies and originals according to your instructions without delay.

Because the first year is a partial year, the price of registered agent service is pro-rated by

the month that it is ordered:

January.....	\$110
February.....	\$100
March .....	\$90
April .....	\$80
May .....	\$70
June .....	\$60
July .....	\$50
August .....	\$40
September .....	\$30
October .....	\$20
November .....	\$130
December.....	\$120

Fill in amount for the month that registered agent service is ordered..\$\_\_\_\_\_

(For future years, price is \$120 per calendar year, prepaid annually. Handling a service of process is \$20, plus a fee for any fax or FedEx.)

#### 2. Contact Lawyer’s Aid Service:

- Fax this form to (888) 474-4218. Do not also mail the form you faxed.
- Call (888) 474-2112 and dictate the information. Do not also mail the form.
- Express-ship this form to Lawyer’s Aid Service, 408 W. 17th St., Suite 101, Austin, TX 78701. Keep a copy.
- Or mail this form to Lawyer’s Aid Service, P.O. Box 848, Austin, TX 78767-0848. Keep a copy.

**An EIN needed next?**  
 Lawyer’s Aid can help obtain your EIN from the IRS, \$50.

Attorney’s name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Firm: \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Street: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

\_\_\_\_\_  
Your signature (required)