

Company kit order form for binder, slipc case, and seal

Instructions for fillable PDF checklist

This Adobe PDF form for ordering a company binder, slipc case, 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 email, by printing and faxing, or by phone. 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 slipc case. The heavy-duty seal embosses papers with a medallion of the company name.

A. Binder, slipc case, and seal checklist

1. Type of kit you wish to order:

- Binder, slipc case, and seal
- Binder and slipc case only
- Embossing seal only

2. Type of entity: Professional association (PA) Limited partnership (LP)
 Limited liability partnership (LLP) Other: _____

3. Entity name:

B. Order form, prices, and contact information

Prices *include* state filing fees, sales tax, and mail/shipping costs. All prices may change without notice.

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

- Customized binder, slipc case, and seal**
Professionally organize your important corporate documents with a customized three-ring binder, slipc case, and embossing seal.
- Long name on embossing seal**
41+ characters/spaces in entity name..... \$10
- Rush: same day shipping for outfit**
Order by noon for same-day rush \$10
- Rush: next day shipping for outfit**
Order by 5:00 pm for next-day rush \$5
- Federal Express service:**
Call (888) 474-2112 for options... **Add \$** _____
- Binder, slipc case, and seal **\$37.50**
- Binder and slipc case only **\$16.50**
- Embossing seal only **\$22**

2. Total the above services and items selected \$

3. Submit to Lawyer’s Aid Service:

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

Please mail your payment simultaneously to:
 Lawyer’s Aid Service, 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): _____