

## Client interview checklist 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 (For other entities and filings, see our [website](#))

Fill out this form in its entirety to provide Lawyer's Aid Service the necessary information to serve you as registered agent. Read [more](#) about the duties of a registered agent and the benefits of having us as your registered agent.

To fill out this form electronically, you will need the Adobe Reader 8.0 or higher. Get it [here](#).

---

1. Company name (required):

---

2. Attorney or main contact (required):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email (required): \_\_\_\_\_

---

3. Person to receive citations, process, and lawsuits:

---

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

---

5. Person to receive tax notices:

---

6. Person to receive other mail:

---

7. Person to receive billing:

---

8. Special: Handling of legal documents after initial call (check all that apply):

Send documents by:  fax  email scan (PDF)  FedEx  mail

Discard bulk mail after verifying contents?  yes  no

Other instructions:

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

Prices have not 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. Just tell us who will sign for the filing, and we will forward it to you promptly to begin service. ....**\$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 call your designated contact 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: (see next column)

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

**Please note:** 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. 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.

**Need an  
EIN next?**

We can help you to obtain  
a Federal Tax ID (EIN)  
from the IRS (\$50). Visit  
our [website](#) for info.

**Please mail your payment simultaneously to:**

Lawyer’s Aid Service, PO Box 848, Austin, Texas 78767-0848.

#### 3. Contact information:

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

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

Firm name: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

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

\_\_\_\_\_