



**SERVICE AGREEMENT FOR PREPARING MINUTES OR RESOLUTIONS
FOR AN ARIZONA LIMITED LIABILITY COMPANY**



Complete this agreement to hire Arizona LLC attorney Richard Keyt and KEYTLaw, L.L.C. (the "Firm") to prepare annual minutes or resolutions for an Arizona limited liability company for \$97. Richard Keyt has practiced law in Arizona since 1980 and has formed over 1,700 Arizona limited liability companies and corporations. He is an Arizona business lawyer who has a masters degree (LL.M.) in federal income tax law from New York University School of Law. Richard was a partner in one of the largest law firms in Arizona before starting the Firm in 2001.

For information about the Firm and Richard, see www.keytlaw.com and Richard's [biography](#). If you have questions about LLC minutes or resolutions or about this Agreement, call Richard Keyt's legal assistant Katie Keyt at 602-906-4953, ext. 105.

You can complete this form in five minutes by typing the answers directly in the blank spaces or print the form and complete it with a pen. The easiest way to deliver this form to us after you have entered all the data is to click on the button on the last page that says **Submit to KEYTLaw Via Email** and send the form to us as an email attachment.

LLC Annual Minutes/Resolutions Service: The Firm will perform the following legal services for a guaranteed amount of \$97:

- (1) Conduct an LLC status audit with the Arizona Corporation Commission to determine if the LLC is in good standing, if the known place of business and statutory agent information is correct, and if the member and manager information is correct,
- (2) Notify your manager or managing member of the results of our ACC audit and what, if anything, needs to be done to correct any problem,
- (3) Give your manager or managing member an annual review checklist for conducting an annual meeting of members and managers,
- (4) Prepare minutes of the annual meetings of members and managers (if meetings are held), and
- (5) Prepare an Action by Unanimous Consent for all members and managers to sign if they do not actually hold an annual meeting.

Purchase minutes/resolutions service for this year only for \$97.

Purchase minutes/resolutions subscription service now and following years in December for \$97/year. You authorize the Firm to charge your credit card each December, but you may cancel before receiving future minutes/resolutions.

We require payment in advance before we provide any services. Unless there are unforeseen costs (for example you want us to send documents to you via FedEx or out of the U.S.) or developments or you hire us for additional services unrelated to the services listed above, \$97 will be the only amount you pay us for the services listed in the preceding paragraph. We will send an itemized invoice. You agree to pay any unpaid amount within ten days after we mail the invoice. If you do not pay an invoice within thirty days, we may charge interest on unpaid amounts at the rate of 1.5% per month, and we may terminate our services and/or withdraw from further representation.

The entire amount you pay KEYTLaw, LLC, for fees and costs is nonrefundable, but you may nevertheless discharge KEYTLaw, LLC, and Richard Keyt at any time and in that event you may be entitled to a refund of all or part of the fee based upon the value of the representation.

We are not acting as your attorney or the LLC's attorney in advising you or it with respect to this Agreement because we would have a conflict of interest in doing so. We will represent only the LLC rather than the interests of any member even if we are paid by a party other than the LLC.

COMPLETE THE FOLLOWING INFORMATION ABOUT THE COMPANY

1. **Company Name:** _____

2. **Contact Person:** We will send documents & correspondence to this person and contact him or her if we need more information & instructions with respect to the company.

Name of Contact and Contact's Street address City, State and Zip code

Primary phone

Email address

3. **List all current Members:** For married members, list both spouses unless one spouse owns all as separate property and the other spouse owns none of the LLC.

4. **List all current managers:**

5. **Prepare minutes or Resolutions:** Will the members and managers (if the LLC is manager managed) actually hold a meeting or do you want us to prepare an Action by Unanimous Consent (resolutions) in lieu of actually holding a meeting? Note: All members must sign the member's Action by Unanimous Consent and all managers must sign the manager's Action by Unanimous Consent for it to be effective.

For members:	Prepare minutes	Prepare Action by Unanimous Consent
For managers:	Prepare minutes	Prepare Action by Unanimous Consent

6. **Additional Information:** Describe any specific provisions you want included in your documents. For example, the members: (i) should elect new managers or re-elect existing managers, (ii) approve loans to or from members and the company, (iii) approve compensation arrangements with members and managers, (iv) approve borrowing money or entering into major contracts or leases entered into during the year. Be as detailed as possible.

ABOUT THE SIGNATURE LINE BELOW

1. **Digital Signature:** You can digitally sign this agreement using Adobe's free secure digital signature feature. To sign it digitally, click on the line below that is just above the text that says: **Signature of Member or Manager** then follow the instructions. Once you have digitally signed this agreement, it cannot be altered without your key.
2. **Old Fashioned Manual Signature:** Click on the print button below to print this agreement. Sign the agreement and then deliver it to Richard Keyt using one of the methods described on the last page of this agreement.
3. **No Signature:** If you pay by credit card, you do not have to actually sign this agreement. By paying for the services by credit card, you agree to the terms and conditions in this agreement.

The undersigned signs this agreement on behalf of the undersigned and on behalf of the company named above.

Print Signer's Name

By: _____

Signature of Member or Manager

Richard Keyt, Manager

HOW TO DELIVER THIS AGREEMENT TO KEYTLAW

- Easy Email Method (only for Outlook & Outlook Express):** Click on the **Submit to KEYTLaw Via Email** button found at the end of this agreement. Clicking on the submit button will open **Outlook** or **Outlook Express** with an email message pre-addressed to Richard Keyt. Click on the SEND icon **IN YOUR EMAIL PROGRAM** to send the email to Richard with this agreement attached as an Adobe pdf file. Use the Harder Email Method if you do not use **Outlook** or **Outlook Express**.
- Harder Email Method:** Save this agreement as a file on your computer then send the saved pdf file to rk@keytlaw.com as an attachment to an email. **You must have Adobe Acrobat or Reader version 8 to save this form on your computer with the data in it.** Go here to download the free Adobe Reader 8: www.adobe.com/products/acrobat/readstep2.html.
- Fax:** Fax this Agreement directly to Richard Keyt at 602-297-6890. You do not need a cover sheet.
- Snail Mail:** Mail or deliver the Agreement in a sealed envelope addressed as indicated to one of the following addresses:

Preferred Address (our UPS Store mail box)	Secondary Address (Office)
Give the envelope to the clerk behind the counter	Give the envelope to the receptionist in Suite 130
Richard Keyt 5025 North Central Avenue, #467 Phoenix, Arizona 85012	Richard Keyt 3001 East Camelback Road, Suite 130 Phoenix, Arizona 85016

CLICK BELOW TO EMAIL THIS AGREEMENT TO RICHARD KEYT

If you use Outlook or Outlook Express for your email, you can send this agreement to Richard Keyt by clicking on the button below that says **Submit to KEYTLaw Via Email**. Your email program will open with an email message pre-addressed to Richard Keyt and this agreement attached as an Adobe pdf file. When your email program opens, click on the **send icon** in your email program.

CAUTION: WHAT TO DO IF CLICKING ON THE SUBMIT VIA EMAIL BUTTON DOES NOT WORK

If clicking on the **Submit to KEYTLaw Via Email** button below does not cause your email program to open with this document attached as a file, you must deliver this completed agreement to Richard Keyt by the Harder Email Method (Number 2), or methods 3 or 4 described at the top of this page.

CONFIRMATION FROM KEYTLAW ON RECEIVING THIS AGREEMENT & YOUR PAYMENT

When we receive this agreement and your payment, we will send you an email message confirming receipt. If we do not get either your agreement or your payment, we will notify you of that fact by another email. We usually send the confirmation email within a few hours if we receive it on a business day between 8 and 5 pm. If we receive your agreement and payment on a non-business day or after hours, we may not send a confirmation email until the next business day.

WARNING: EMAIL YOUR AGREEMENT TO KEYTLAW & SAVE THE FILE ON YOUR COMPUTER OR PRINT THE AGREEMENT BEFORE GOING TO THE STORE TO PAY BECAUSE YOUR BROWSER WINDOW WILL CHANGE AND YOU WILL NOT SEE THIS FORM UNLESS YOU GO BACK

HOW TO PAY

- Preferred Method:** [Click on this link to go to our secure online store](#) and pay by Visa or MasterCard.
- Mail or deliver your check payable to: **KEYTLaw, LLC** to the address at the top of this page.
- Call 602-906-4953, ext. 106 and give your credit card information to Richard Keyt's secretary Milena.