



ESTABLISHING YOUR BUSINESS ENTITY

© 2022 Law Offices of H.J. Little, P.C.

For exclusive distribution to clients and potential clients of Law Offices of H.J. Little, P.C.

In establishing business entities such as a corporations or limited liability companies for our clients, we provide comprehensive services to ensure that your new company is both operational and complies with all of the required legal formalities. Our services include:

- registration with the Georgia Secretary of State;
- obtaining your entity's tax identification number;
- preparing your new entity's governing documents;
- conducting the entity's initial organizational meeting;
- issuing your entity's shares; and
- preparing your entity's corporate records book, which includes your company's seal and standard minutes and resolutions.

Our customary flat rate for these services is **\$2,000.00**, which covers all filing fees, copies and mailing costs associated with the delineated services.

Our firm's procedures are summarized below. We are happy to answer any questions you may have about the process or our firm.

Consultation: When possible we meet with you to get acquainted, learn about your objectives, and determine a suitable business entity structure for you. Once you sign and return our engagement letter along with the requested retainer payment, we proceed with establishing your entity.

Organizational Meeting: Once we have registered your entity and prepared all of the governing legal documents, we hold your initial organizational meeting. During this meeting you will execute your governing documents, make your initial capital investment, and issue and record share or membership certificates reflecting your ownership interest. Any outstanding balance due to our firm is paid at this time.

Post-Formation: If you need assistance with contracts or other commercial transactions after your business is established, we are happy to provide a referral for you.