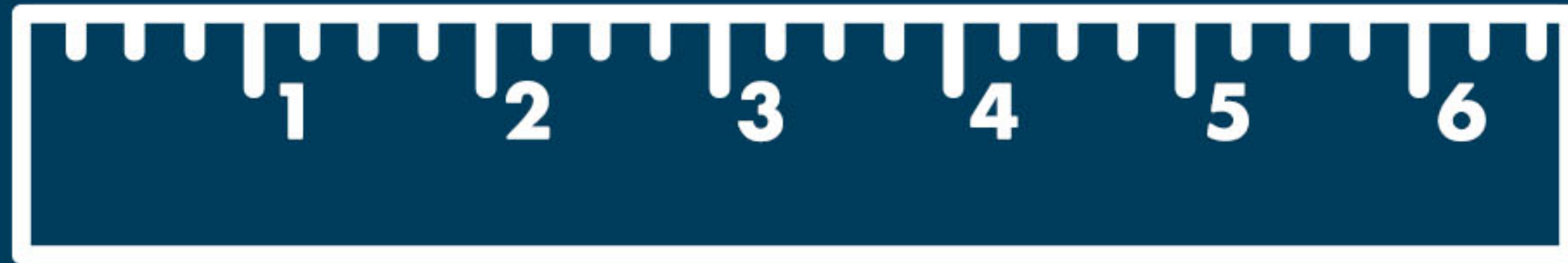


# Measure twice. Incorporate once.



Nailing down a few key pieces of information before you start the incorporation process will save you lots of time and hassle.

## 1. MAKE A NAME FOR YOURSELF

### 1. MAKE A NAME FOR YOURSELF

#### Decide what to call your company.

Ask yourself how the name might affect a customer's impression of your capabilities, position in the marketplace, and brand personality. It's also a good idea to have a couple of back-up names, in case there are any trademark issues with your first choice.

## 2. MARK THE SPOT

### Choose a state of incorporation.

Remember, there could be tax benefits to incorporating in states like Delaware and Nevada, even if you're not based there. Contact us for more details.

## 3. PROTECT WHAT MATTERS

### Determine how you want to incorporate.

Protect your personal assets by incorporating as an LLC, C Corp, S Corp, or non-profit.

## 4. TAKE A HEAD COUNT

### Have key personnel details on hand.

For an LLC, you'll need the name, address, and title (owner or manager) of those running your company on hand. For a corporation, you'll need names and addresses of directors.

## 5. PUT YOURSELF ON THE MAP

### Secure three important addresses.

Be able to provide a shipping address, a principal place of business address, and an address for legal notices.

## 6. NAIL DOWN A DATE

### Figure out your fiscal year end.

The most common date is 12/31, but you can choose a different date if it better suits your business needs.

## 7. GET A HAND

### Designate a registered agent.

Corporations and LLCs are required by law to have a registered agent to receive legal documents, tax notices, and official state correspondences. If you need help with that, we specialize in serving as registered agent for thousands of companies.

## 8. DO YOUR HOMEWORK

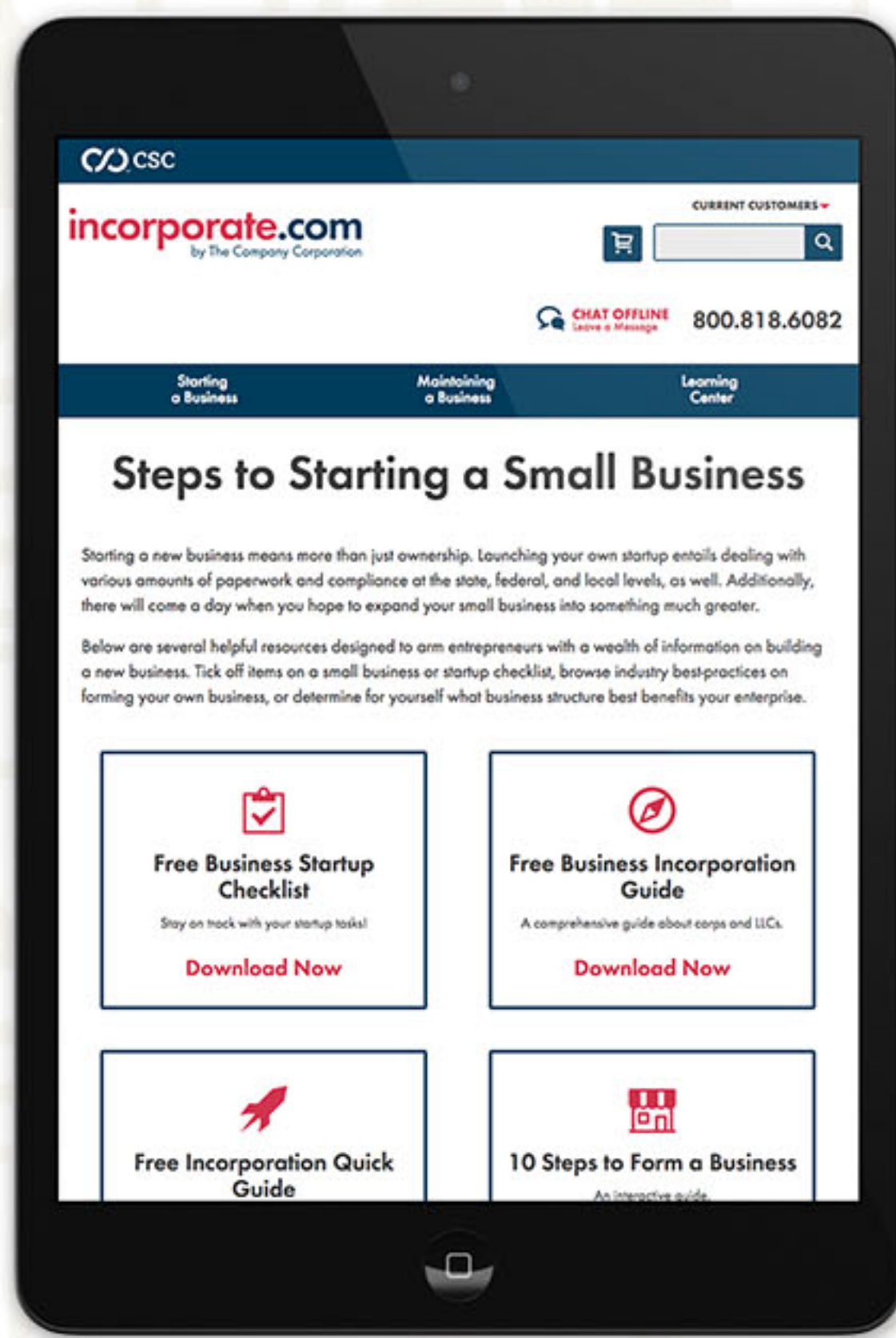
### Collect your licenses and permits.

You'll need all the documentation you've already acquired for your business. If you don't have any yet, no problem. That's why we're here.

## 9. HAVE AN IDENTITY

### Provide your EIN.

An Employer Identification Number (EIN) is required by the IRS. If you already have one, make sure it's handy. If you don't have one, we can help with that.



## All Set?

If anything on this list has you scratching your head, feel free to get in touch. We'll answer any questions, and we're prepared to handle all the legwork.