



INVOICE

Minnesota Corporate Compliance

2719 Hollywood Blvd, Suite B-38
 Hollywood, FL 33020
 United States

Annualmeetingminutes@gmail.com
 Hours: 9:00 a.m. - 5:00 p.m. Mon-Fri

Invoice number	MN-45999
Invoice date	2/4/2015
Due date	2/13/2015
Reference	Date Incorporated: 9/7/07

Bill To

ABC Company, Inc.
 Mary Smith
 3499 Main Street
 Minneapolis, MN 55426
 United States

marysmith@abcco.com
 (763) 888-6543

Description	Quantity	Unit price	Amount
Annual Renewal / Director & Shareholder Meeting Minutes	1	\$125.00	\$125.00
1. Document Waiver of Notice / Directors	1	\$0.00	\$0.00
2. Document Waiver of Notice (Shareholders)			
3. Document Meeting Minutes (Directors)			
4. Document Meeting Minutes (Shareholders)			
All documents will be prepared and mailed within 10 business days after receipt of payment.			
	1	\$0.00	\$0.00

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	Subtotal	\$125.00
	Total	\$125.00 USD
<p>Terms and conditions **IMPORTANT TO READ ENTIRE INVOICE**</p> <p>Maintaining books and records is vital to the existence of all corporations, particularly the recording of Minutes of directors and shareholders. If ever sued and requested by the courts, through a subpoena, or IRS via tax audit; failure to comply with certain requirements could cause your corporation to lose its limited liability status "Pierced Veil." If so, personal liability or exposure could possibly be put on officers and directors for failing to document formalities.</p> <p>Properly operated, these entities shield and protect Corporate Officers, Directors, and LLC members from non-compliance. Although these provisions are statutory, many factors go into that determination.</p> <p>Maintenance of proper Meeting Minutes can provide evidence of compliance to help show your company honors corporate formalities.</p> <p>We assist corporations and limited liability companies by preparing Minutes of your corporation's or limited liability company's meetings based on the information you provide. Once prepared, we return your company's Minutes which are to be signed and maintained with other corporate books and records.</p> <p>Please submit payment of \$125 to ensure proper processing of your Annual Renewal Corporate Meeting Minutes and prompt return of your corporate documents within 10 business days.</p> <p>ANNUAL RENEWAL INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. Click on payment link to make electronic payment. 2. Email will be sent once payment has processed. 3. Email customer support with any new changes in your corporation (i.e., officer or director name change or executive change of address). <p>Note to recipient(s) THIS IS A SOLICITATION FOR THE ORDER OF SERVICES AND NOT A STATEMENT OF ACCOUNT DUE. YOU ARE UNDER NO OBLIGATION TO MAKE ANY PAYMENTS ON ACCOUNT OF THIS OFFER UNLESS YOU ACCEPT THIS OFFER.</p> <p>Contact customer support for all related questions and to be removed from all future emails:</p> <p>Minnesota Corporate Compliance 2719 Hollywood Blvd Suite B-38. Hollywood, FL 33020 Support: (855) 647-8950 Email: Annualmeetingminutes@gmail.com</p> <p><small>OBJ:</small> THE REVISED MODEL BUSINESS CORPORATION ACT. § 16.01</p> <p>Corporate Records (a) A corporation shall keep as permanent records minutes of all meetings of its shareholders and board of directors, a record of all actions taken by the shareholders or board of directors without a meeting, and a record of all actions taken by a committee of the board of directors in place of the board of directors on behalf of the corporation.</p> <p>(b) A corporation shall maintain appropriate accounting records.</p> <p>(c) A corporation or its agent shall maintain a record of its shareholders, in a form that permits preparation of a list of the names and addresses of all shareholders, in alphabetical order by class of shares showing the number and class of shares held by each.</p>		

(d) A corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.