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ATTORNEYS AT LAW

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PARALEGAL

\*\*\* ADMITTED TO THE DIST. OF COLUMBIA BAR  
\*\* ADMITTED TO THE ILLINOIS BAR

September 18, 1997

Secretary of State  
Division of Corporations  
Post Office Box 6327  
Tallahassee, Florida 32314

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-09/25/97--01037--018  
\*\*\*122.50 \*\*\*\*122.50

Re: SECRETARIES ASSISTANCE, INC.

Dear Ladies and Gentlemen:

Enclosed is the original and a duplicate copy of the Articles of Incorporation of this proposed corporation.

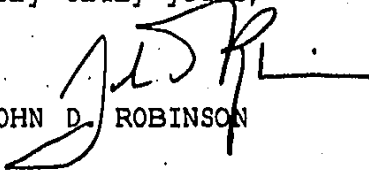
Please endorse your approval of the Articles of Incorporation on the duplicate copy, certify same and return to us.

Also enclosed is a certificate designating place of business or domicile for service of process within this state, naming John D. Robinson, agent upon whom process may be served. A telephone check with your office indicated that the corporate name Secretaries Assistance, Inc. is not in use at this time.

A check is also enclosed in the amount of \$122.50 to cover the \$35.00 filing fee, \$52.50 fee for a certified copy of the Certificate of Incorporation and \$35.00 for designation of registered agent.

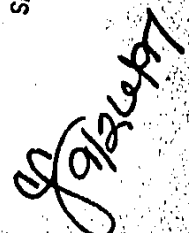
If you have any questions regarding this, please do not hesitate to contact our office.

Very truly yours,

  
JOHN D. ROBINSON

FILED  
SECRETARY OF STATE  
DIVISION OF CORPORATIONS  
97 SEP 25 PM 2:39

JDR:pmg  
Enclosures  
1951-1



EFFECTIVE DATE

10/1/97

ARTICLES OF INCORPORATION

OF

SECRETARIES ASSISTANCE, INC.

FILED  
SECRETARY OF STATE  
DIVISION OF CORPORATIONS  
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We, the undersigned, the subscribers to these Articles of Incorporation, being persons of legal age, do hereby desire to form a corporation under the laws of the State of Florida and do hereby adopt the following Articles of Incorporation.

**ARTICLE I**

The name of this corporation is SECRETARIES ASSISTANCE, INC.

**ARTICLE II**

The duration of this corporation shall be perpetual. The date and time of the commencement of the corporate existence shall begin on October 1, 1997.

**ARTICLE III**

The purpose of this corporation shall be any and all lawful business purposes as set forth by Florida Statutes.

**ARTICLE IV**

The maximum number of shares of stock that this corporation is authorized to issue shall be 100 shares of common stock. Each share shall have the par value of \$1.00 per share and shall consist of one class only.

**ARTICLE V**

The street address of the initial principal office and the mailing address of this corporation is 3719 Sedgewick Place, Orlando, Florida 32806.

**ARTICLE VI**

The initial registered agent of this corporation shall be JOHN D. ROBINSON, 200 EAST ROBINSON STREET, SUITE 1020, ORLANDO, FLORIDA 32801.

ARTICLE VII

The number of directors constituting the initial board of directors of this corporation shall be two (2). The number of directors may be increased or diminished from time to time by Bylaws adopted by the stockholders. The name and street address of the directors of this corporation who shall hold office for the first year or until her successor is chosen, shall be:

DONNA S. HARDY                      PATRICIA H. McKELVEY  
3719 SEDGEWICK PLACE            12416 WILLCOX COURT  
ORLANDO, FLORIDA 32806        ORLANDO, FLORIDA 32828

ARTICLE VIII

The name and address of the incorporators to these Articles of Incorporation are:

DONNA S. HARDY                      PATRICIA H. McKELVEY  
3719 SEDGEWICK PLACE            12416 WILLCOX COURT  
ORLANDO, FLORIDA 32806        ORLANDO, FLORIDA 32828

*Donna S. Hardy*  
DONNA S. HARDY  
*Patricia H. M. Kelvey*  
PATRICIA H. McKELVEY

STATE OF FLORIDA  
COUNTY OF ORANGE

BEFORE ME, the undersigned authority, on this day personally appeared DONNA S. HARDY and PATRICIA H. McKELVEY, to me well known to be the persons who executed the foregoing Articles of Incorporation and they acknowledged before me that they executed the same freely and voluntarily for the purposes therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid this 14 day of September 1997.

*Christine L. Harne*  
NOTARY PUBLIC, STATE OF FLORIDA

My Commission Expires:



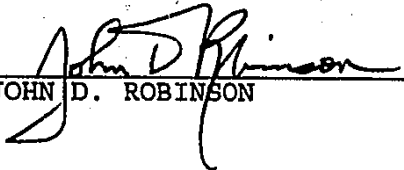
CHRISTINE L. HARNE  
My Commission CC664979  
Expires May, 30, 1999

*Donna Hardy*  
Print, type or stamp name of Notary Public  
Personally known  OR Produced I.D.   
Type and number of I.D. produced:  
FLDL# H6301766 712

*Patricia M. Kelvey*  
Print, type or stamp name of Notary Public  
Personally known  OR Produced I.D.   
Type and number of I.D. produced:  
FLDL# M24168862.55p

ACCEPTANCE OF REGISTERED AGENT

I, JOHN D. ROBINSON, do hereby accept the office of Registered Agent of the corporation known as SECRETARIES ASSISTANCE, INC.

  
\_\_\_\_\_  
JOHN D. ROBINSON

STATE OF FLORIDA

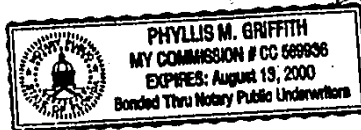
COUNTY OF ORANGE

BEFORE ME, the undersigned officer, duly authorized in the State and County aforesaid to administer oaths and take acknowledgments, personally appeared JOHN D. ROBINSON, known to me to be the person described as the Registered Agent of the corporation known as SECRETARIES ASSISTANCE, INC. and he acknowledged before me that he executed the same for the purposes therein expressed.

WITNESS my hand and official seal in the State and County last aforesaid this 2d day of September 1997.

  
\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

My Commission Expires:



FILED  
SECRETARY OF STATE  
DIVISION OF CORPORATIONS  
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