

L15000210422

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

☐ PICK-UP

☐ WAIT

☐ MAIL

(Business Entity Name)

(Document Number)

Certified Copies _____ Certificates of Status _____

Special Instructions to Filing Officer:

Office Use Only



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SECRETARY OF STATE
TALLAHASSEE, FLORIDA

15 DEC 21 PM 4:12

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12/22/15

COVER LETTER

**TO: Registration Section
Division of Corporations**

SUBJECT: Executive Office/Secretary Services, LLC

Name of Limited Liability Company

The enclosed Articles of Organization and fee(s) are submitted for filing.

Please return all correspondence concerning this matter to the following:

Arthur Falbo - Notary

Name of Person

Executive Office/Secretary Services, LLC

Firm/Company

3280-55A Tamiami Trail #166

Address

Port Charlotte, Florida 33952

City/State and Zip Code

afalbophoto@aol.com

E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Arthur Falbo

941

623-6720

at ()

Name of Person

Area Code

Daytime Telephone Number

Enclosed is a check for the following amount:



\$125.00 Filing Fee



\$130.00 Filing Fee &
Certificate of Status



\$155.00 Filing Fee &
Certified Copy
(additional copy is enclosed)



\$160.00 Filing Fee,
Certificate of Status &
Certified Copy
(additional copy is enclosed)

Mailing Address

New Filing Section
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

Street Address

New Filing Section
Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

SECRETARY OF STATE
TALLAHASSEE, FLORIDA

15 DEC 21 PM 4:12

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FLORIDA DEPARTMENT OF STATE
Division of Corporations

December 14, 2015

ARTHUR FALBO
3280-55A TAMiami TRAIL
#166
PORT CHARLOTTE, FL 33952

SUBJECT: EXECUTIVE OFFICE/SECRETARY SERVICES, LLC
Ref. Number: W15000079593

We have received your document for EXECUTIVE OFFICE/SECRETARY SERVICES, LLC and your check(s) totaling \$125.00. However, the enclosed document has not been filed and is being returned for the following correction(s):

Your document is being returned as requested.

If your business entity does not intend to transact business until January 1st of the upcoming calendar year, you may wish to revise your document to include an effective date of January 1st. If you do not list an effective date of January 1st, your business entity will become effective this calendar year and it will be required to file an annual report and pay the required annual report fee for the upcoming calendar year this coming January, which is merely weeks away. By listing an effective date of January 1st, the entity's existence will not begin until January 1st of the upcoming year and will, therefore, postpone the entity's requirement to file an annual report and pay the required annual report filing fee until the following calendar year.

Please return the corrected original and one copy of your document, along with a copy of this letter, within 60 days or your filing will be considered abandoned.

If you have any questions concerning the filing of your document, please call (850) 245-6052.

Claretha Golden
Regulatory Specialist II
New Filing Section

Letter Number: 215A00026027

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SECRETARY OF STATE
TALLAHASSEE, FLORIDA



FLORIDA DEPARTMENT OF STATE
Division of Corporations

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15 DEC 21 PM 4: 12

SECRETARY OF STATE
TALLAHASSEE, FLORIDA

December 11, 2015

ARTHUR FALBO
3280-55A TAMiami TRAIL
#166
PORT CHARLOTTE, FL 33952

SUBJECT: EXECUTIVE OFFICE/SECRETARY SERVICES LLC *** DO NOT
FILE; RETURN TO SENDER FOR CORRECTIONS 12/10/2015
Ref. Number: W15000079593

We have received your document for EXECUTIVE OFFICE/SECRETARY
SERVICES LLC *** DO NOT FILE; RETURN TO SENDER FOR
CORRECTIONS 12/10/2015 and your check(s) totaling \$125.00. However, the
enclosed document has not been filed and is being returned for the following
correction(s):

Your document is being returned as requested.

If your business entity does not intend to transact business until January 1st of
the upcoming calendar year, you may wish to revise your document to include an
effective date of January 1st. If you do not list an effective date of January 1st,
your business entity will become effective this calendar year and it will be
required to file an annual report and pay the required annual report fee for the
upcoming calendar year this coming January, which is merely weeks away. By
listing an effective date of January 1st, the entity's existence will not begin until
January 1st of the upcoming year and will, therefore, postpone the entity's
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Claretha Golden
Regulatory Specialist II
New Filing Section

Letter Number: 215A00026027

ARTICLES OF ORGANIZATION FOR FLORIDA LIMITED LIABILITY COMPANY

ARTICLE I - Name:

The name of the Limited Liability Company is:

EXEC OFFICE/SECRETARY DOC PREP LLC.

(Must end with the words "Limited Liability Company, "L.L.C.," or "LLC.")

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SECRETARY OF STATE
TALLAHASSEE, FLORIDA

ARTICLE II - Address:

The mailing address and street address of the principal office of the Limited Liability Company is:

Principal Office Address:

3280-55A Tamiami Trail #166
Port Charlotte, Florida 33952

Mailing Address:

3280-55A Tamiami Trail #166
Port Charlotte, Florida 33952

ARTICLE III - Registered Agent, Registered Office, & Registered Agent's Signature:

(The Limited Liability Company cannot serve as its own Registered Agent. You must designate an individual or another business entity with an active Florida registration.)

The name and the Florida street address of the registered agent are:

Nancy McDevitt

Name

477 Dorchester Street

Florida street address (P.O. Box **NOT** acceptable)

Port Charlotte

Florida

33954

City

State

Zip

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent as provided for in Chapter 605, F.S..

Nancy McDevitt
Registered Agent's Signature (REQUIRED)

(CONTINUED)

ARTICLE IV-

The name and address of each person authorized to manage and control the Limited Liability Company:

Title:

"AMBR" = Authorized Member

"MGR" = Manager

AMBR - MGR

Name and Address:

Arthur Falbo

3280-55A Tamiami Trail #166

Port Charlotte, Florida 33952

(Use attachment if necessary)

ARTICLE V: Effective date, if other than the date of filing: _____. (OPTIONAL)

(If an effective date is listed, the date must be specific and cannot be more than five business days prior to or 90 days after the date of filing.)

Note: If the date inserted in this block does not meet the applicable statutory filing requirements, this date will not be listed as the document's effective date on the Department of State's records.

ARTICLE VI: Other provisions, if any.

REQUIRED SIGNATURE:



Signature of a member or an authorized representative of a member.

This document is executed in accordance with section 605.0203 (1) (b), Florida Statutes.
I am aware that any false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S.

ARTHUR FALBO

Typed or printed name of signee

Filing Fees:

\$125.00 Filing Fee for Articles of Organization and Designation of Registered Agent

\$ 30.00 Certified Copy (Optional)

\$ 5.00 Certificate of Status (Optional)

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15 DEC 21 PM 4:12
CLERK OF STATE
TALLAHASSEE, FLORIDA