

**Electronic Articles of Organization
For
Florida Limited Liability Company**

L21000468063
FILED 8:00 AM
October 27, 2021
Sec. Of State
jafason

Article I

The name of the Limited Liability Company is:
INSTANT VIRTUAL ASSISTANT LLC

Article II

The street address of the principal office of the Limited Liability Company is:
2825 WOODSMILL DR
MELBOURNE, FL. US 32934

The mailing address of the Limited Liability Company is:
312 LAKESIDE DR
BASALT, CO. US 81621

Article III

The name and Florida street address of the registered agent is:
LOMBARDO MARIA
6340 WHISPERING LANE
TITUSVILLE, FL. 32780

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.

Registered Agent Signature: MARIA LOMBARDO

Article IV

The name and address of person(s) authorized to manage LLC:

Title: MGR
KAMMIE M MELTON
312 LAKESIDE DR
BASALT, CO. 81621 US

Title: MGR
JARED M MCNALLY
312 LAKESIDE DR
BASALT, CO. 81621 US

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Signature of member or an authorized representative

Electronic Signature: KAMMIE MELTON

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that 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. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.