

TRANSMITTAL LETTER

PO1000018346

Department of State  
Division of Corporations  
P. O. Box 6327  
Tallahassee, FL 32314

800003718188--2  
-02/19/01--01059--013  
\*\*\*\*\*78.75 \*\*\*\*\*78.75

SUBJECT: Bookkeepers by Jessica, Inc.  
(PROPOSED CORPORATE NAME - MUST INCLUDE SUFFIX)

Enclosed is an original and one(1) copy of the articles of incorporation and a check for :

☐ \$70.00  
Filing Fee

☒ \$78.75  
Filing Fee  
& Certificate of Status

☐ \$78.75  
Filing Fee  
& Certified Copy

☐ \$87.50  
Filing Fee,  
Certified Copy  
& Certificate of  
Status

ADDITIONAL COPY REQUIRED

FROM: Jessica Williams  
Name (Printed or typed)

2544 Townsquare Dr  
Address

Jacksonville, FL 32216  
City, State & Zip

904-721-8985  
Daytime Telephone number

FILED  
01 FEB 19 PM 2:31  
SECRETARY OF STATE  
TALLAHASSEE, FL 32314

NOTE: Please provide the original and one copy of the articles.

Feb 2/19

(3)

**ARTICLES OF INCORPORATION  
OF  
BOOKKEEPERS BY JESSICA, INC.**

The undersigned Incorporator of these articles of Incorporation is a natural person competent to contract and hereby forms a corporation for profit under the General Corporations Act and other laws of the State of Florida.

**ARTICLE I. NAME AND PRINCIPLE OFFICE**

The Name of this Corporation is Bookkeepers by Jessica, Inc. and its principal office is located at 2544 Townsquare Drive, Jacksonville, Florida 32216.

**ARTICLE II. DURATION**

This corporation is to exist perpetually.

**ARTICLE III. PURPOSE**

This corporation is organized for the purpose of transacting any or all-lawful business.

**ARTICLE IV. CORPORATE POWERS**

The corporation shall have all and singular the following powers:

To invest the funds of the corporation in real estate, mortgages, stock, bonds, or any other type of investment, and to own real and personal property necessary for the rendering of the corporation's business.

To enter into, or become a partner in, any arrangement for sharing profits, union or interest, or cooperation, joint venture or otherwise, with any person, firm or corporation, and to carry on any business which this corporation has the direct or incidental authority to pursue.

To enter into, for the benefit of its employees, one or more of the following: (1) a pension plan, (2) a profit-sharing plan, (3) a stock bonus plan, (4) a thrift and savings plan, (5) a restricted stock option plan, or (6) other retirement or incentive compensation plan.

To purchase and acquire any or all of its shares owned and held by any such stockholder as should desire to sell, transfer or otherwise dispose of his shares, or any or all of its shares owned and held by a stockholder who dies, provided, however, the capital of this corporation cannot be impaired thereby.

To do anything necessary and proper for the accomplishment or furtherance of any of the purposes of objects of this corporation enumerated in these Articles of Incorporation, or any amendment to it, necessary or incidental to accomplish or furtherance of the purposes or objects of this corporation.

FILED  
01 FEB 19 PM 2:31  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

To have, in furtherance of the corporate purpose, all of the powers conferred upon corporations organized under the Florida General Corporations Act subject to any limitations contained in these articles of incorporation.

#### **ARTICLE V. CAPITAL STOCK**

This corporation is authorized to issue ten thousand shares of one (\$1.00) par value common stock.

#### **ARTICLE VI. INITIAL REGISTERED OFFICE AND AGENT**

The street address of the initial registered office of the corporation is 2544 Townsquare Drive, Jacksonville, Florida 32216 and the name of the initial registered agent of this corporation at that address is Jessica M. Williams. The stockholders shall have power to establish branch offices, and to move the principal office to any other address in Florida.

#### **ARTICLE VII. INCORPORATORS**

The name and address of the person signing these articles are:

Jessica M. Williams  
2544 Townsquare Drive  
Jacksonville, Florida 32216

#### **ARTICLE VIII. MANAGEMENT OF CORPORATION BY SHAREHOLDERS**

All corporate powers shall be exercised by or under the authority of, and the business and affairs of this corporation shall be managed under the direction of, the shareholders of this corporation.

#### **ARTICLE IX. BY-LAWS**

The stockholders of this corporation shall have the sole power to adopt, amend or repeal By-laws for management of this corporation, and the duties of the officers of this corporation shall be prescribed by such By-laws.

#### **ARTICLE X. OFFICERS**

The name, title, and address of the officers are:

Jessica M. Williams  
President / Treasurer  
2544 Townsquare Drive  
Jacksonville, FL 32216

Joseph E. Williams  
Vice President / Secretary  
2544 Townsquare Drive  
Jacksonville, FL 32216

The corporation will defend the officers against lawsuit. Business transactions between the corporation and its officers will be allowed. Instruments, which relate to real estate, must be signed by the following: President or Vice President and Secretary or Treasurer.

The officers are authorized to do the following:

Open a corporate bank account

Obtain a Loan

Elect Subchapter "S" tax Status

Lease office Space, upon such terms, as the officers deem appropriate.

Officers may make employment agreements on behalf of the corporation.

### **VOTING**

All matters that require a vote of shareholders shall be approved by a simple majority vote.

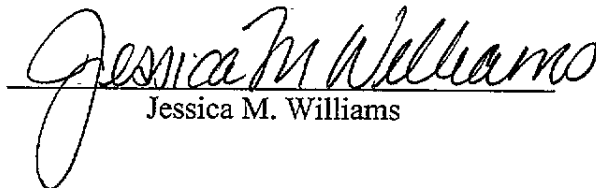
Actions may be taken without a meeting if all of the shareholders consent to the action.

An amendment to the bylaws shall be approved by a simple majority vote.

### **ARTICLE XI. AMENDMENT**

These Articles of Incorporation may be amended in the manner provided by law.

In WITNESS WHEREOF the undersigned subscriber has executed these Articles of Incorporation on February 14, 2001.

  
Jessica M. Williams

In pursuance of Florida Statutes, the following is submitted in compliance with said Act:

First that Helium Sales, Inc., desiring to organize under the Laws of the State of Florida with its principal office, as indicated in the Articles of Incorporation at the City of Jacksonville, Florida, has named

Jessica M. Williams

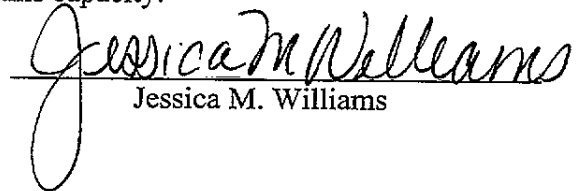
Located at:

2544 Townsquare Drive  
Jacksonville, Florida 32216

as its agent to accept service of process within this State.

ACKNOWLEDGEMENT:

Having been named to accept service of process for the above-stated corporation, at the place designated in this certificate, I hereby accept to act in this capacity.

  
Jessica M. Williams

FILED  
01 FEB 19 PM 2:31  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA