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06 SEP 14 PM 2:00  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

9/14/06

**COVER LETTER**

**FILED**

06 SEP 14 PM 2:00

SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

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

**SUBJECT:**                     *A 1 Administrative Support, Inc.*                    

**(PROPOSED CORPORATE NAME - MUST INCLUDE SUFFIX)**

Enclosed are 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**

*(I have already paid \$87.50)*

**FROM:**                     *Robin E. Bifoss*                    

Name (Printed or typed)

                    *2427 S. Pacer Lane*                    

Address

                    *Cocoa, FL 32926-2605*                    

City, State & Zip

                    *321-505-4991*                    

Daytime Telephone number



FLORIDA DEPARTMENT OF STATE  
Division of Corporations

FILED

06 SEP 14 PM 2:00

SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

August 25, 2006

ROBIN E. BIFOSS  
2427 S. PACER LANE  
COCOA, FL 32926-2605

SUBJECT: A 1 ADMINISTRATIVE SUPPORT, INC.  
Ref. Number: W06000037750

We have received your document for A 1 ADMINISTRATIVE SUPPORT, INC. and your check(s) totaling \$87.50. However, the enclosed document has not been filed and is being returned for the following correction(s):

Entities may file using only the entity's name. Please delete any reference to the "doing business as name" in your document. If you wish to register your fictitious name, you may do so by filing the enclosed application and submitting the appropriate fees to this office.

The document must state the number of shares of authorized stock.

Please return the 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) 245-6973.

Clairetha Golden  
Document Specialist  
New Filing Section

Letter Number: 406A00052452

Enclosed  
4  
RECEIVED  
06 SEP 14 AM 9:51  
FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS  
TALLAHASSEE, FLORIDA

**ARTICLES OF INCORPORATION**

In compliance with Chapter 607 and/or Chapter 621, F.S. (Profit)

**ARTICLE I    NAME**

The name of the corporation shall be:

*A 1 Administrative Support, Inc.*

**ARTICLE I    PRINCIPAL OFFICE**

The principal place of business/mailing address is:

*1909 S. Babcock Street, Melbourne, FL 32901*

**ARTICLE I    PURPOSE**

The purpose for which the corporation is organized is:

*Secretarial Services, Legal & Medical Transcription, Notary Services*

**ARTICLE IV    SHARES** The number of shares of stock is:

*One (1)*

**ARTICLE V    INITIAL OFFICERS AND/OR**

**DIRECTORS** List name(s), address(es) and specific title(s):

*President - Robin E. Bifoss, 2427 S. Pacer Lane, Cocoa, FL 32926*

*Treasurer - Robin E. Bifoss, 2427 S. Pacer Lane, Cocoa, FL 32926*

*Secretary - Robin E. Bifoss, 2427 S. Pacer Lane, Cocoa, FL 32926*

**ARTICLE VI    REGISTERED AGENT**

The name and Florida street address (P.O. Box NOT acceptable) of the registered agent is:

*Robin E. Bifoss, 2427 S. Pacer Lane, Cocoa, FL 32926*

**ARTICLE VI INCORPORATOR** The name and address of the Incorporator is:

*Robin E. Bifoss, 2427 S. Pacer Lane, Cocoa, FL 32926*

\*\*\*\*\*  
Having been named as registered agent to accept service of process for the above stated corporation at the place designated in this certificate, I am familiar with and accept the appointment as registered agent and agree to act in this capacity

*Robin E. Bifoss*  
\_\_\_\_\_  
Signature/Registered Agent

*Robin E. Bifoss*  
\_\_\_\_\_  
Signature/Incorporator

*9/8/00*  
\_\_\_\_\_  
Date

*9/8/00*  
\_\_\_\_\_  
Date

FILED  
06 SEP 14 PM 2:00  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA