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ANDREW L. RINGERS+
DALE O. MORGAN*
WILLIAM E. LAWTON +++*
LAMAR D. OXFORD
F. SCOTT PENDLEY++*
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MICHAEL J. ROPER
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SILVIA M. HOEG
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A. WALTER AKIN

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

- FLORIDA BAR BOARD CERTIFIED
 CIVIL TRIAL LAWYER
- + FLORIDA BAR BOARD CERTIFIED WORKERS' COMPENSATION LAWYER
- ++ ADMITTED TO THE GEORGIA BAR

September 18, 1997

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

300002303023--9 -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. ROBINSO

JDR:pmg Enclosures 1951-1 EFFECTIVE DATE

ARTICLES OF INCORPORATION

OF

DIVISION OF CORPORATIONS

97 SEP 25 PH 2: 30

SECRETARIES ASSISTANCE, INC.

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

ARTICLE VIII

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

DONNA S. HARDY 3719 SEDGEWICK PLACE ORLANDO, FLORIDA 32806

PATRICIA H. McKELVEY 12416 WILLCOX COURT ORLANDO, FLORIDA 32828

DONNA S HARDY

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 // day of September 1997.

MUSTING CHURCH

My Commission Expires:

CHRISTINE L HARNE
My Commission CC564970
Explose May. 30, 1999

Print, type or stamp name of Botary Public Personality known EJOR Produced I.D. B. Type and number of I.D. produced:

FLDL# H63017766712

PUBLIC, STATE OF FLORIDA

A TOTICIO MA Kelvey

Print, type or stamp name of Notary Public

reduced I.D. b.

Type and number of I.D. produced:

Type and number of I.D. produced:

FLDL#M24168862554

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, STAVE OF FLORIDA

My Commission Expires:

PHYLLIS M. GRIFFITH
MY COMMISSION # CC 569936
EXPIRES: August 15, 2000
Bonded Thru Notary Public Lindarwitters

SECRETARY OF STATE OIVISION OF CORPORATIONS

97 SEP 25 PN 2: 39