

**MARTIN H. CHAN, P.C.**  
**A CERTIFIED PUBLIC ACCOUNTING FIRM**  
**129 N 11<sup>TH</sup> STREET 3<sup>RD</sup> FLOOR**  
**PHILADELPHIA, PA 19107**  
**(215) 922-2838 FAX (267) 200-0001**

**BUSINESS FORMATION SERVICE ORDER FORM**

We prepare the formation documents based on information you provided on this order form. Our service fee is \$495. It usually takes 1 to 2 weeks to complete the formation process. Our service includes filing of the state formation documents, state filing fees, federal and state tax registration, entity binder and seal. Local filing fee and local tax registration is not included.

| Contact Information            |            |                            |  |   |  |
|--------------------------------|------------|----------------------------|--|---|--|
| Name                           |            | Phone                      | Fax  | Email   |  |
| Address                        |            |                            |  |   |  |
| Entity Information             |            |                            |  |   |  |
| Entity Name:                   |            | 1 <sup>st</sup> Preference |  | 2 <sup>nd</sup> Preference  |  |
| Business Activities            |            | Entity Type:               | <input type="checkbox"/> Corporation<br><input type="checkbox"/> S-Corp<br><input type="checkbox"/> C-Corp | <input type="checkbox"/> LLC<br><input type="checkbox"/> Single Member<br><input type="checkbox"/> S-Corp<br><input type="checkbox"/> Partnership | <input type="checkbox"/> Partnership<br><input type="checkbox"/> Sole Proprietor |
| Registered State               | Start Date | # of Employees             | Monthly Wage Amt   | Collect Sales Tax   |  |
| PA NJ DE                       |            |                            |  | Yes   | No   |
|                                |            | County                     | Phone  | Fax   | Email  |
| Business Address (No P.O. Box) |            |                            |  |   |  |
| Ownership Information          |            |                            |  |   |  |
| Name                           |            | SS#                        | Owner %  | Phone   | Email  |
| Address                        |            |                            |  |   |  |
| Name                           |            | SS#                        | Owner %  | Phone   | Email  |
| Address                        |            |                            |  |   |  |
| Name                           |            | SS#                        | Owner %  | Phone   | Email  |
| Address                        |            |                            |  |   |  |
| Name                           |            | SS#                        | Owner %  | Phone   | Email  |
| Address                        |            |                            |  |   |  |
| Officer Information            |            |                            |  |   |  |
| President                      |            | Vice President             |  | Secretary   | Treasurer  |

I authorize Martin H. Chan, P.C. to prepare formation documents for my entity. I understand that Martin H. Chan, P.C. is not a law firm and does not provide any legal advice.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



White – Preparer Copy      Yellow – Client Copy      Pink – Office Copy