

Worksheet to Obtain Documents from NY
Request for a Certified Copy.

Date: _____

1. Name of Entity: _____

2. Date of Filing: _____

3. Documents Requested: _____

Service Fee:	\$ 50.00
Disbursement to NYS DOS:	\$ 10.00 per document
Expedite Fee:	\$ 25.00
Administrative Handling	\$ 5.00
Electronic Delivery Fee:	\$ 10.00
Total:	\$

Contact Name: _____ **Email:** _____

Firm / Business Name: _____

Phone #: _____ **Fax #:** _____

Billing/Mailing Address: _____

Address for delivery of Corporate Documents:

Let this letter serve as my authorization to charge Amex/MC/Visa (*Initial Here*) _____

Card #: _____ Expires: _____

IN THE AMOUNT OF: _____

Print Name of Card Holder: _____

Signature of Card Holder: _____

**Please note: This fee is an estimate only. It is possible to incur additional disbursements to complete this order. If so the additional fees will be charged to this credit card.*