

LaunchPad 501 Client Checklist

- Name of Organization
- Start Date
- Assets _____
- Names, addresses, emails, phone numbers & titles of Officers: Pres, VP, Sec'y, Treas

- State of Business
- Fiscal Year
- Mission Statement/Purpose
- Fundraising Method & Purpose
- Bylaws
- Signature Authorization & Permission
- Signature image of main Officer
- My Fee: \$3000 (Negotiable) Agent Fee: \$500, 50% down, 25% midpoint; final balance due at delivery.
- \$500 Filing Fees As needed, Receipts Provided