

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