

# Providing Solutions to Help Business Grow

## Launch smart. Grow strong.

1. Articles of Incorporation – Preparation and filing with the Secretary of State
2. Statement of Information – Completion and filing to establish business details
3. Business License (BTRC) – Registration of the Business Tax Registration Certificate (City of L.A. or local jurisdiction)
4. Initial Minutes of Meeting – Organizational meeting of incorporators or members
5. Operating Agreement – Customized agreement outlining business structure and internal rules (for LLCs)
6. Corporate Bylaws – Governing document for corporation management and procedures
7. IRS Form 2553 (S-Corp Election) – Filing to elect S-Corporation tax status with the IRS
8. Ongoing Meeting Minutes Templates – Standardized templates for annual and special meetings
9. Corporate Resolutions – Custom resolutions for business decisions and compliance
10. Registered Agent for Service of Process – Appointment and documentation of agent
11. Stock Certificates – Issuance and preparation of ownership certificates
12. Corporate Book – Professionally bound binder with tabs and dividers for all key documents
13. Corporate Templates – Editable templates for resolutions, notices, meeting agendas, and more