



USA Corporate Services Inc.

We Incorporate People

International Services

[Company Formation Services](#)

Since 1983, [USA Corporate Services Inc.](#) has been assisting lawyers, accountants and business professionals with their incorporation needs worldwide. We provide fast and cost-effective incorporator's packages to make it easy to incorporate in any State or in most offshore jurisdictions. Our philosophy is that you don't want to wait... Therefore, we created the InstaCorp Package and the LLC Package available for all 50 States and the District of Columbia.

[Shelf Companies](#)

[USA Corporate Services Inc.](#) has a variety of New York and Delaware shelf companies on record. These companies are paramount for clients that require an "aged" company or do not want to wait for name searches, document preparation and filing time. Shelf companies can be shipped the same day ordered.

[LLC & Corporate Resolutions](#)

Once you have established your company changes do arise. You may need to; change, resign or add a manager, member or director, prepare a stock subscription, or update the operating agreement or by-laws. We can prepare these for you and keep your company records current.

[Dissolution](#)

When company business has been completed and there is no need to keep the entity active we can assist with formally dissolving your company. This process is also known as a voluntary dissolution. This is a provision in the State law that allows the removal of the company from the State register.

[Power of Attorney](#)

A Power of Attorney is a legal instrument that is used to delegate legal authority to another. The power of Attorney gives legal authority to another person to make property, financial and other legal decisions for the Principal. A Principal can give an Agent broad legal authority, or very limited authority. [USA Corporate Services Inc.](#) can prepare the Power of Attorney for you and tailor it to your specifications.

[Document Retrieval Services](#)

When certified copies of documents that have been filed with the Department of State or a Certificate of Good Standing is required we can obtain them for you.

[Notary Services](#)

A Notary Public is a public servant appointed by state government to witness the signing of important documents and administer oaths. For your convenience, notary services are available at both of our office locations.

[Apostille](#)

Since October 15, 1981, the United States has been part of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the simplified certification of public (including notarized) documents to be used in countries that have joined the convention. Documents destined for use in participating countries and their territories should be certified by one of the officials in the jurisdiction in which the document has been executed

With this certification by the Hague Convention apostille, the document is entitled to recognition in the country of intended use, and no certification by the Authentications Office or legalization by the embassy or consulate of the foreign country where the document is to be used is required.

[Amendments and Changes](#)

A company may amend its formation document from time to time by filing a Certificate of Amendment or Change pursuant to State company law. The formation document may only be amended to amend or add such provisions that may be lawfully contained in the initial filed document (i.e., name amendment, address change etc.).



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International Services continued...

[Mail Forwarding Services](#)

USA Corporate Services Inc. understands that its clients may need to have a mail forwarding service in order for their business to succeed. We offer this service in the states of Delaware and New York. We will forward our clients' mail anywhere in the world via United States Postal Service. This is a great opportunity for our international clients who have a need for a US address.

[Trademark Registration Services](#)

A trade mark is any sign which is capable of being represented graphically and which can in the course of trade, distinguish the goods or services from those of other undertakings. Such signs may include words, including personal names, designs, letters, and the shape of goods and their packaging. It is a basic tool of the economic competition and plays very important role in marketing and advertisement.

[Company Kits](#)

Company kits keep all of your corporate records in one place for easy retrieval. They come with sample printed templates for various company resolutions and actions. They also provide recordkeeping materials for stock issuance and maintenance. Our company kits come with: company seal, 20 Custom printed stock/membership certificates numbered and imprinted with corporate names and authorized issue, Stock Transfer Ledger, 50 blank sheets or printed minutes and by-laws or Operating Agreement, special forms w/review of Sub-Chapter S Election, Section 1244 forms, annual meeting forms, Indexed section for Articles, Minutes, By-laws/Operating Agreement, Certificates, Transfer Ledger, and S-Section/Forms, and customized binder with matching slipcase.

[Introductory Business Consulting Session](#)

A two-hour intensive question and answer familiarization with the local market. Representatives of the new company meet with a USA officer at the USA New York Office, and will receive a private briefing to familiarize themselves with the proposed company and its objectives, and offer customized recommendations and guidance on how to get started successfully. The value to the new company is saving an enormous amount of time and money that would be wasted learning the ropes in a new environment.

[The Corporate Concierge](#)

Based on the results of the introductory session, we can then first work with you to put together a business plan and strategy for moving forward successfully, then we'll match your firm up with attorneys, accountants, marketing, human resources and other professionals who are familiar with the needs of similar business. The value of the Corporate Concierge is that you will be able to get a faster start to running your business and doing what you are best at, instead of having to reinvent the wheel trying to find the right people in a foreign land.

[Back Office Support](#)

If your business will need a representative office, or perhaps there's no need (yet) for a full-blown operation, we can provide you with an office address, telephone number and bookkeeping service, complete with bank account, and save you the expense and overhead of running your own office here.

[Company Secretary](#)

A corporation or LLC is required to hold general meetings and keep records of the shareholders / members, officers and directors / managers, as well as solutions of the meetings. Our services will take care of these details for you, providing reminders of meetings, reminders of annual report filings, keeping records of the corporate structure and (for an additional fee) provide documentation and authentication services.

[Company Manager / Corporate Director](#)

USA Corporate Services Inc. can offer the services of a Company Manager or Corporate Director, after proper due diligence of the company's purpose and the beneficial owners. In the United States, there is no such thing as a "nominee manager" or "nominee director." In practice that the Manager of the LLC will be legally required to know all the activities of the company, and will have complete authority over the company. However, the Manager is also legally required to exercise a Duty of Loyalty and a Duty of Care to the company, and will therefore be obliged to serve the Company to the best of the Manager's ability.



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Company Formation and R/A Fees

State	InstaCorp Package	LLC Package	Annual Registered Agent Fee
Alaska	895.00	900.00	225.00
Alabama	776.00	781.00	225.00
Arkansas	700.00	720.00	225.00
Arizona	805.00**	795.00**	225.00
California	810.00	780.00	225.00
Colorado	760.00	770.00	225.00
Connecticut	845.00	705.00	225.00
D.C.	860.00	825.00	225.00
Delaware	709.00	710.00	175.00
Florida	734.00	810.00	225.00
Georgia	860.00**	860.00	225.00
Hawaii	720.00	720.00	225.00
Iowa	685.00	685.00	225.00
Idaho	755.00	755.00	225.00
Illinois	1100.00	1270.00	225.00
Indiana	725.00	725.00	225.00
Kansas	725.00	800.00	225.00
Kentucky	685.00	675.00	225.00
Louisiana	745.00	765.00	225.00
Massachusetts	885.00	1115.00	225.00
Maryland	840.00	770.00	225.00
Maine	810.00	810.00	225.00
Michigan	635.00	635.00	225.00
Minnesota	790.00	790.00	225.00
Missouri	688.00	740.00	225.00
Mississippi	685.00	685.00	225.00
Montana	725.00	725.00	225.00
North Carolina	770.00	770.00	225.00
North Dakota	725.00	770.00	225.00
Nebraska	705.00	755.00	225.00
New Hampshire	760.00	760.00	225.00
New Jersey	735.00	745.00	225.00
New Mexico	735.00	785.00	225.00
Nevada	885.00	885.00	225.00
New York	705.00	770.00**	175.00
Ohio	860.00	860.00	225.00
Oklahoma	685.00	740.00	225.00
Oregon	740.00	740.00	225.00
Pennsylvania	755.00**	772.00	225.00
Rhode Island	865.00	940.00	225.00
South Carolina	840.00	760.00	225.00
South Dakota	735.00	735.00	225.00
Tennessee	735.00	935.00	225.00
Texas	1030.00	935.00	225.00
Utah	762.00	762.00	225.00
Virginia	705.00	735.00	225.00
Vermont	710.00	740.00	225.00
Washington	830.00	830.00	225.00
Wisconsin	780.00	850.00	225.00
West Virginia	745.00	760.00	225.00
Wyoming	745.00	745.00	225.00

Packages include the following:

- Name Availability Search
- Document Prep. & Filing
- All State Fees
- Completed Minutes & Operating Agreement
- Expedited Filing, if offered
- Fed-ex Shipping within US
- 1st Year R/A Service
- Fed-ex Int'l Shipping (\$45)

**Associated Publication Requirement



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Company Service Fees

Shelf Companies

A current list of shelf companies and fees are always posted on our website at the following web address:
<http://usa-corporate.com/shelfco.php>

LLC & Corporate Resolutions

Prepare company resolution: \$125.00 (per document)

Dissolution

Prepare and file dissolution in NY & DE: \$125.00 (state fees and taxes due are additional)

Prepare and file dissolution in other States: \$175.00 (state fees and taxes due are additional)

Power of Attorney

Prepare Simple Power of Attorney: \$125.00

Prepare Detailed Power of Attorney: \$175.00

Document Retrieval Services

Obtain Certified Copy: \$125.00 (state fees and shipping additional)

Obtain Certificate of Good Standing: \$125.00 (state fees and shipping additional)

Notary Services

Prepare Notarial Certificate: \$95.00

Prepare Certificate of Good Standing/Incumbency: \$95.00

Authentication of Notary Signature: \$75.00 (3 business days)

Expedited Authentication of Notary Signature: \$275.00 (same day)

Apostille

New York Apostille: \$80.00

Delaware Apostille: \$100.00

Other States: \$100.00 and up

Amendments and Changes

Prepare and file Amendment: \$175.00 (state fees and shipping additional)

Prepare & File Change: \$125.00 (state fees and shipping additional)

Mail Forwarding Services

New York annual Mail Forwarding: \$250.00*

Delaware annual Mail Forwarding: \$250.00*

* For the first 100 pieces of mail. For each additional 100 pieces of mail there will be an added charge of \$125.00

National Trademark Registration Services

Preliminary Name Search: \$395.00 (covers federal registrations and pending applications)

Full Search: \$1145.00 (covers the federal registrations, all state listings and common law listings, such as company names and domain names)

Application/Filing: \$1495.00 (actual filing of the trademark, includes application process and fees)

Intent-to-use filing: \$695.00 (if the company is not using the trademark at the time of filing a proof of use must be filed when the company does use the trademark)



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Company Service Fees continued...

Company Kits and Accessories*

Complete company outfit: \$75.00
Membership/Stock Certificates: \$55.00 (set of 20)
Issue Stock/Membership Certificate: \$20.00
Company "Embossing" Seal: \$55.00
Corporate "Rubber" Stamp: \$45.00
Die-Cut Self Adhesive Seals: \$40.00 (qty: 100)

*additional shipping will apply for above items

Introductory Business Consulting Session

2 hour intensive question & answer: \$750.00
Each additional hour: \$250.00

The Corporate Concierge

Prepare business plan and strategy with professional business referrals: \$3995 and up

Back Office Support

Assist with opening Bank account: \$750.00 (initial deposit not included)
Bookkeeping Service: \$500.00 per month (up to 50 transactions per month)
\$100.00 per month (for each additional 10 transactions)

Company Secretary

Company Secretary Services: \$250.00 per year

Company Manager / Corporate Director

Manager/Director Services: \$6,000 and up
Director Insurance (Required) \$3,500 and up

New York Publication Fees

If using our Albany, NY Registered office address: \$375.00
If using our New York, NY Registered office address: \$1275.00 - \$1675.00*

*an exact price can be provided when papers are designated