



**BARBARA K. CEGAVSKE**  
 Secretary of State  
 202 North Carson Street  
 Carson City, Nevada 89701-4201  
 (775) 684-5708  
 Website: [www.nvsos.gov](http://www.nvsos.gov)

# Customer Order Instructions

SUBMIT THIS COMPLETED FORM WITH YOUR FILING

USE BLACK INK ONLY - DO NOT HIGHLIGHT

<b>Processing Service Requested:</b>	<input type="checkbox"/> Regular	<input type="checkbox"/> 24-Hour Expedite (additional fee included)
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Name of Entity:  Date:

Return to:

Contact Name:  Phone:

**Return Delivery:** (email or fax options do not receive a copy via mail; must be ordered separately)

Email to:   Fax to:

Hold for Pick Up  Mail to Address Above  FedEx: Acct #

Other: (explain below)

**Order Description:** (include items being ordered and fee breakdown)\*

**\*PLEASE NOTE:** this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. Each additional copy is **\$2.00** per page (plus **\$30.00** for each certification).

Total Amount:

**Method of Payment:**

Check/Money Order  Credit Card (attach ePayment checklist)  Trust Account:

Use balance remaining in job #