





**BARBARA K. CEGAVSKE**  
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# Customer Order Instructions

SUBMIT THIS COMPLETED FORM WITH YOUR FILING

USE BLACK INK ONLY - DO NOT HIGHLIGHT

**Processing Service Requested:**     Regular     24-Hour Expedite (additional fee included)

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 #

