

Limited liability company information form and Limited liability company organization template

PREVIEW

1. This form sets forth some of the important data and information that will be necessary in order to represent the client.
2. The client may question the attorney's professionalism if the attorney has to frequently call the client for basic information needed to perform the legal work.

Form: Limited liability company information form

Client's name _____

Contact person _____

Type of business _____

Purpose of business _____

Date business to begin _____

Financial structure of business _____

Loans to be made to the company _____

Name of accountant _____

Address _____

Phone no. _____ Fax no. _____

Name of Insurance agent _____

Address _____

Phone no. _____ Fax no. _____

Referred By _____

Name of financial consultant _____

Address _____

Phone no. _____ Fax no. _____

Names of previous attorneys _____

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Addresses _____ **PREVIEW**

Phone no. _____ Fax no. _____

Matters handled by that attorney _____

State of limited liability company _____

Name of limited liability company

1st choice _____

2nd choice _____ **PLEASE DO NOT COPY**

3rd choice _____

Date checked for availability _____

Application for reservation of corporate name required--

Yes _____ No _____

Registered agent's name _____

Address _____ **THIS DOCUMENT**

Phone no. _____ Fax no. _____

Principal place of business _____

Will the company use an assumed name certificate?

Yes _____ No _____

If yes, assumed name to be used _____

Withdraw assumed name of unincorporated business

Yes _____ No _____ **THANK YOU**

Send Notice to creditors of company for an ongoing business

Yes _____ No _____

Publish notice in newspaper for notice of a corporation going business. **LegalFormsForTexas.Com**

Yes _____ No _____

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Counties to file assumed name in _____

File Assumed Name with secretary of state's office

Yes _____ No _____

Fiscal or calendar year for company _____

Will company conduct business in other states?

Yes _____ No _____

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If yes, name of states and counties _____

Names under business will be conducted _____

Business location

own _____ lease _____ assignment of lease _____

Preparation of lease _____

Name of landlord _____

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Organizer's name _____

Addresses _____

Phone no. _____

Initial manager's name _____

Address _____

Phone no. _____

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Initial manager's name _____

Address _____

Phone no. _____

Initial register caption's name _____

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Address _____

Phone no. _____

PREVIEW

Period of duration

perpetual _____ other _____

Corporate purposes:

General purpose clause _____

Specific purpose clause _____

Capitalization

common stock _____ number of authorized shares _____

Par value \$ _____ classes _____ pre-emptive rights _____

Full _____ limited _____ denied _____

Cumulative voting--granted _____ denied _____

Other rights and preferences _____

Preferred stock _____ no. of shares _____ par value \$ _____

Original members:

Name _____

Address _____

Phone no. _____ Fax no. _____

Number of shares _____

Name _____

Address _____

Phone no. _____ Fax no. _____

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Name _____

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Address _____

Phone no. _____ Fax no. _____

Number of shares _____

Name _____

Address _____

Phone no. _____ Fax no. _____

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Number of shares _____

Order Corporate minute book

Yes _____ No _____

Type _____

Date ordered _____

Cost \$ _____

THIS DOCUMENT

Company Agreement

Date approved: _____

Date and place for annual meeting of members _____

Add to calendar each year--Yes _____ No _____

Annual meeting--date _____ time _____

Place _____

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Notice requirements _____

Regular meeting--date _____ time _____

Place _____

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Notice requirements _____

Special meeting--date _____ time _____
Place _____

PREVIEW

Notice requirements _____

Who may call special meetings other than the President or Managers

Quorum requirements _____

Number of votes needed for action of which a quorum is required _____

Record date for determination of members entitled to vote on

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Receive dividends _____

Proxy information for members _____

Managers:

Number of managers _____

Name _____

Address _____

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Phone no. _____ Fax no. _____

Name _____

Address _____

Phone no. _____ Fax no. _____

Name _____

Address _____

THANK YOU

Phone no. _____ Fax no. _____

Name _____

Address _____

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Phone no. _____ Fax no. _____

Term of managers _____ **PREVIEW**

Staggered terms, if desired _____

Qualifications for serving _____

Compensation _____

Meeting of Managers

Quorum requirements for directors _____

Officers

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President _____

Vice-President _____

Secretary _____

Treasurer _____

Organizational meeting:

Date _____ **THIS DOCUMENT**

Place _____

Date of filing Certificate of Formation with secretary of state _____

Name of the chairman of the organizational meeting _____

Name of the secretary of the meeting _____

Bank information:

Name and address where bank account will be located

THANK YOU

Name _____

Address _____

Bank officer _____

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account no. _____

Banking resolutions to be prepared or use bank standard form

PREVIEW

Yes _____ No _____

Name and corporate office of persons authorized to draw checks or make loans on the corporation's behalf _____

Purchase of stock/shares

Name _____

Amount _____ no. of shares _____

Address _____

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No. of shares purchased by each person _____

Health and accident plan--Yes _____ No _____

1244 Stock Plan--Yes _____ No _____

Maximum number of shares to be issued _____

Consideration _____

Maximum number of shares to be received _____

THIS DOCUMENT

Other agreements:

Buy-sell agreement--Yes _____ No _____

Employment or management agreement--Yes _____ No _____

Compensation agreement--Yes _____ No _____

Expense agreement--Yes _____ No _____

Restrictive covenant agreement--Yes _____ No _____

Retirement plan requested--Yes _____ No _____

Wills, estate plan or financial planning--Yes _____ No _____

THANK YOU

Fee _____
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Special handling fee requested \$ _____

Regular mail _____ Other _____

PREVIEW

NOTES

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Limited liability company organization template

PREVIEW

1. The following form is a calendaring tool designed to help the attorney complete the client's legal matters in a timely fashion. It helps to insure that important legal work is not forgotten or neglected.
2. Insert the date that an item is due, then write down the date that the project was completed on.

Form: Limited liability company organization template

Limited Liability Company is abbreviated as "LLC"

DATE
DUE

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DATE
COMPLETED

ITEM

_____	_____	Meet with client.
_____	_____	Attorney agreement.
_____	_____	Explain LLC form of business.
_____	_____	Pre-incorporation agreement.
_____	_____	Complete the LLC checklist.
_____	_____	Call secretary of state to verify LLC name Yes _____ No _____
_____	_____	Reserve LLC name--Yes _____ No _____
_____	_____	Letter to client regarding formation of LLC and fee.
_____	_____	Letter to client regarding operation of LLC.
_____	_____	Letter to client regarding LLC responsibilities.
_____	_____	Notice of intent to incorporate ongoing business.
_____	_____	Publish notice to incorporate ongoing business Yes _____ No _____
_____	_____	Draft Certificate of Formation.

THIS DOCUMENT

THANK YOU

LegalFormsForTexas.Com file the same with the Secretary of State's office.

