

**CLIENT INFORMATION MEMO**  
**Limited Liability Company Formation Costs**

The following are the costs involved in establishing a California Corporation (“Inc.”) which include both legal fees and filing fees.

<u>SERVICES</u>	<u>FEES</u>			
	<u>RUSH</u> (same day)	<u>24-hr.</u>	<u>Drop-Off</u> 4 weeks (approximate)	<u>US Mail</u> 2 months (approximate)
<b>A. <u>Secretary of State Fees (Sacramento)</u></b>				
✓ Processing Fee	\$ 750.00	\$ 350.00	\$ 15.00	\$ 0.00
✓ Filing Fee	70.00	70.00	70.00	70.00
✓ Delivery (messenger or mail)	150.00	150.00	150.00	10.00
✓ State of Information	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>
<i>Sub-totals</i>	<b>\$ 1,025.00</b>	<b>\$ 625.00</b>	<b>\$ 290.00</b>	<b>\$ 135.00</b>

**B. Document Preparation (Law Office)**

- ✓ Name research
- ✓ Statement of Information
- ✓ Operating Agreement
- ✓ Employment Agreements

**TOTALS**

**C. OTHER**

- ✓ File for EIN Number
- ✓ Apply for Local Business License
- ✓ Operating Agreement
  - Specific Deal Terms
  - Buy-Sell Agreements, etc.
- ✓ Open Bank Account(s)
- ✓ Establish Payroll Services

*(fees calculated for individual services)*  
*Note: film entities require individualized*  
*Operating Agreements*