

ANNUAL CORPORATE FILING SERVICE CONTRACT

This Agreement is entered into and made effective as of _____, 20_____, by and between:

Service Provider: _____

With a principal place of business at: _____

and

Client: _____

With a principal place of business/residence at: _____

1. SCOPE OF SERVICES

The Service Provider agrees to perform annual corporate maintenance and filing services for the Client's business entity, identified as:

Entity Name: _____

State of Incorporation/Organization: _____

Entity Type: _____

The specific services to be provided under this Agreement include:

1. Preparation and filing of the Client's Annual Corporate Report with the appropriate state agencies.
2. Monitoring of state filing deadlines and notification of upcoming compliance requirements.
3. Reviewing submitted information for administrative completeness prior to submission.

2. CLIENT OBLIGATIONS

The Client agrees to provide all necessary, accurate, and complete information required for the filings in a timely manner, but no later than _____ days prior to the official state filing deadline. The Client assumes full responsibility for the accuracy of all information provided to the Service Provider.

3. FEES AND PAYMENT

The Client agrees to pay the Service Provider a service fee of \$ _____ per annual filing. This fee does not include state-mandated filing fees, which shall be paid separately by the Client. Payment is due upon receipt of invoice, or no later than _____ days prior to the filing deadline.

4. TERM AND TERMINATION

This Agreement shall remain in effect for a period of _____ year(s) and shall automatically renew for successive terms unless terminated in writing by either party at least _____ days prior to the next scheduled filing deadline.

5. LIMITATION OF LIABILITY

The Service Provider shall not be held liable for any penalties, fines, interest, or dissolution of the entity resulting from inaccurate or incomplete information provided by the Client, or for information received after the specified internal deadline. The Service Provider's total liability under this Agreement shall not exceed the amount of service fees paid by the Client to the Service Provider under this contract.

6. GOVERNING LAW

This Agreement shall be governed by, and construed in accordance with, the laws of the State of _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

SERVICE PROVIDER:

CLIENT:

Authorized Signature

Authorized Signature

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____