

ATTN: MARK A. HERSHBERGER
MEDIAWIKI STAKEHOLDERS GROUP
739 MAIN STREET
AKRON PA 17501

Page: 12/31/201
Client No. 13458-00
Invoice No. 1098

INCORPORATION

For Professional Services Rendered as Follows:

Legal work on non-profit organization; Review and reply to emails from Attorney Peiffer regarding possible 501(c) set ups;

Work on file; review of emails and information from client; research regarding 501(c)(6) non profits; prepare Engagement Package, SS-4, Authorizations, Articles of Inc, Docketing Statement and letter to client;

Office conference with client to sign documents; emails with client and Attorney Peiffer;

Review of signed documents from client; finalization of Articles of Inc, Docketing Statement; file Articles of online with PA Department of State; review filing; research regarding non-profit bylaws;

Work on file; check status with State; apply for and obtain Employer Identification Number; prepare letter to client regarding Employer Identification Number; prepare to client regarding Articles of Inc.; research regarding bylaws;

Work on file; mail letters to client; email clients;

Work on file; review and reply to emails; order corporate kit;

Review of emails and file; review bylaws;

Review of emails; prepare resolutions and send to Attorney Peiffer; mail legal advertisements;

Review of emails from Attorney Peiffer; review file and form 1024; prepare list of items needed for application and email to Attorney Peiffer;

Review and reply to emails; review of file; Work on file; review of client responses; review and work on outline;

Review of emails and information from client; prepare draft of form 1024 and attachments;

Telephone conference with Mark Hersberger regarding formation of non-profit business association; Review of file, emails and drafts; review information from client and revise Form 1024 and attachments; emails with Attorney Nick Gard;

INCORPORATION

Review of 1024 tax exemption application; Work on file; office conferences regarding matter; revise and finalize 1024 application and email to client for review and signatures; telephone conference with client;

Work on file; prepare letter to Internal Revenue Service;

Finalization of 1024, attachments, 2848 and letter to Internal Revenue Service; make copies and mail to Internal Revenue Service;

1,430.0

Related Costs

11/27/2018	Cost required to file Articles of Incorporation;	125.0
11/27/2018	Estimated cost required to publish legal advertisement (newspaper);	85.0
11/27/2018	Estimated cost required to publish legal advertisement (legal journal);	85.0
11/27/2018	Cost required to order corporate minute book;	85.0
	Total Related Costs	380.0
	Total Current Work	1,810.0

Payments

12/04/2018	Payment Received;	-380.0
	BALANCE DUE	<u>\$1,430.0</u>

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 A LATE CHARGE OF 1.5% PER MONTH WILL BE CHARGED ON ANY UNPAID AMOUNTS OVER 30 DAYS FROM INVOICE DATE. CUSTOMER WILL BE RESPONSIBLE FOR ALL ADDITIONAL FEES INCLUDING, BUT NOT LIMITED TO, COLLECTION AND LEGAL FEES.
 WE ACCEPT PAYMENT BY CASH, CHECK, MONEY ORDER, VISA, MASTERCARD, AND AMERICAN EXPRESS.
