# Registered Agent Client Information Sheet

Entity name:

**Primary Contact Information:**

|  |
| --- |
| Name: Address: Telephone: Fax: Email:  |

**This Primary Contact will be used for:**

 [ ]  Service of Process / Urgent Legal Notices

 [ ]  Routine Correspondence, Tax Notices & Mailings

 [ ]  Billing/Renewal Invoices

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**Secondary Contact (Optional)**

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| --- |
| Name: Address: Telephone: Fax: Email:  |

**This Secondary Contact will be used for:**

 [ ]  Service of Process / Urgent Legal Notices

 [ ]  Routine Correspondence, Tax Notices & Mailings

 [ ]  Billing/Renewal Invoices

All items will be emailed, with **NO** follow up of hard copy unless specified below.

 [ ]  Please send hard copies via Regular Mail.

 [ ]  Please send hard copies via Fedex using Fedex account #

 [ ]  Other

Feel free to attach an additional sheet if this form does not properly address your desired forwarding instructions.

Completed form may be emailed to: info@precisioncorp.com (or faxed or mailed to address at top of page)

For additional information and FAQs pertaining to registered agent contact information, please visit

<http://www.precisioncorp.com/Registered-Agent-FAQs/>