

USA Limited Liability Company Invoice

Our Client's name

Company Reg. No.: 201623711R

Our Client's address

Date: Wednesday, September 25, 2019

Invoice No: 2019 – 09– 019VE

Professional services for USA LLC (without travel)	Notes	Year 1 US\$	Year 2 US\$
USA LLC formation fees (without travel)	1.	1,590	0
Registered agent and legal registered office fees	2.	1,200	1,200
Tax (EIN) registration fees	3.	950	0
Estimate of Government registration fees	4.	310	300
Corporate bank account opening fees (no travel)	5.	4,950	0
Estimate of annual accounting and tax fees	6.	0	2,400
Total Healy Consultants Group fees payable this month	7.	9,000	0
Estimate of Healy Consultants Group fees payable after 12 months	8.		3,900

Note: this invoice needs to be tailored for each Client. The above services and fees represent the average requirements of our Clients. I recommend you carefully read the notes below to confirm and understand all services required by your Firm, eliminating the risk of unwanted fee surprises during the engagement;

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Notes to invoice above

1. Healy Consultants Group fees to efficiently and effectively complete USA LLC in Delaware within [5 weeks](#) (click link) by **i)** choosing the optimum M&AA for our Client's business activities; **ii)** settling our accountant and lawyer fees and **iii)** reserving the company name and preparing a high quality company incorporation application for [Delaware Division of Corporations](#);

All [engagement fees](#) (click link) are agreed and paid up front and agree to the fees published on our country web pages. Consequently, there are no hidden fees, surprises or ambushes throughout the engagement. All engagement deadlines are agreed up front in the form of a [detailed project plan](#), mapping out [deliverables](#) byweek throughout the engagement term;

Every week during the engagement, Healy Consultants Group will email our Client a [detailed status update](#). Our Client is immediately informed of engagement problems together with solutions. Your dedicated engagement manager is reachable by phone, Skype, live chat and email and will communicate in your preferred language;

2. In accordance with the [Limited Liability Companies Act](#), each Delaware LLC must appoint a registered agent, who may be a natural person or a body corporate, but the agent must be resident in the country. Healy Consultants Group will act as your Delaware company agent, for which our annual responsibilities include **i)** preparation and filing of the annual return; **ii)** securely maintaining company records; **iii)** liaising with the Delaware Government on behalf of our Client; **iv)** legal filing of changes of company structure and **v)** reminding our Client of statutory deadlines;

In accordance with [Limited Liability Companies Act](#), a Delaware LLC shall as from the date of its incorporation have a legal registered office in Delaware, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group Delaware business office will be the registered office address for your Delaware Company. Thereafter, this address will be used to receive Government correspondence including **i)** annual and quarterly tax returns; **ii)** bank statements; **iii)** employee payroll tax and pension correspondence. Most of our Clients wish to place Healy Consultants Group [Delaware office address \(click link\)](#) on invoices, contracts, websites and business cards;

3. In accordance with [Internal Revenue Service \(IRS\)](#) guidelines, each entity which wishes to hire employees in the Delaware must register for tax by applying for an [Employee Identification Number \(EIN\)](#);
4. Healy Consultants Group will open a Citibank USA [corporate bank account](#) without travel. It is a time consuming task, Healy Consultants Group will shelter our Client from the administrative challenges. As you can appreciate, it is a difficult task to secure bank account approval for a new company, when shareholders and directors and bank signatories reside overseas;

Depending on our Client business and nationality, there is a 20% probability the banks will request a bank signatory to travel for a one hour bank interview. Healy Consultants Group will aggressively and skilfully negotiate a travel exemption. If our Client must travel to USA for corporate bank account opening, Healy Consultants Group will refund our Client US\$950;

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Healy Consultants Group will prepare a business plan for the bank to optimize the probability of corporate bank account approval. However, the banks enjoy the ultimate power of approval of corporate bank account applications. Consequently, guaranteed success is outside of Healy Consultants Group's control. What is inside our control is the preparation and submission of a high-quality bank application that maximizes the likelihood of approval. To date, we enjoy a high approval record because of [our global banking relationships](#) and determination;

Global banks continue to tighten corporate bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take up at least 4 weeks. Furthermore, global banks now require evidence of proof of business in the country where the corporate bank account will be, including sales contracts or lease agreement;

5. For an active trading company, these [accounting and tax](#) fees are an estimate of Healy Consultants Group fees to efficiently and effectively discharge your annual company accounting and tax obligations. Following receipt of a set of draft accounting numbers from your company, Healy Consultants Group will more accurately advise accounting and tax fees. For a dormant company, Healy Consultants Group fees are only US\$950;

In accordance with [Delaware Corporate taxation Laws](#), a Delaware LLC can either choose its income to be taxed at company level or have the same pass through to company shareholders (similar to a LLP). Regardless, an LLC entity annual tax return must be submitted to the IRS; reporting **i)** annual net profits and **ii)** member allocation of profit and losses and **iii)** balance sheet assets and liabilities;

6. All Government fee payments will be supported by original receipts and invoices. Examples of Government costs include **i)** reserving the [company name](#); **ii)** preparation of company articles of association; **iii)** arrange for publication of company details; and **iv)** submit certificate and affidavits of publication. Depending on the profession an additional State level approval may be required before company incorporation incurring additional government fees. Following engagement completion, Healy Consultants Group will refund our Client any excess of funds received over actual Government costspaid;
7. All fees quoted in this invoice correspond to fees quoted [on Healy Consultants Group's website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that Healy Consultants Group inadvertently made fee calculation errors, typing errors or omitted services or omitted historic fee payments from Clients. In the unfortunate event you identify invoice errors, please revert to me directly re the same. I apologize in advance if I or my staff made invoice errors;
8. Assuming our Clients re-engage Healy Consultants Group in year 2, this fee is an estimate of the fees payable next year, 12 months after the date of company registration;

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9. The fees quoted in this invoice are a prediction of the fees required to efficiently and effectively complete this engagement in a timely manner. If during the engagement Healy Consultants Group realizes that the project is more complex than anticipated, requiring a large additional investment of time, my Firm will revert to request additional fees;
10. Engage Healy Consultants Group to [project manage](#) business set up in every country on the planet. We are the best in the [world](#) at what we do, timely completing [the A to Z](#) of every country engagement;
11. To assist our Clients minimize Forex costs, we offer the payment in SG\$, Euro, Pound or US\$. Kindly let me know in which currency your Firm prefers settling our fees and I will send an updated invoice, thank you;
12. In accordance with [Limited Liability Companies Act](#), there is no minimum share capital amount mandated for Delaware company incorporation;
13. If our Client requires nominee shareholder and director [services \(click link\)](#), Healy Consultants Group will be pleased to assist. Our fee for professional, passive nominee corporate shareholder amounts to US\$2,100 per annum. Our fee to be both nominee director and shareholder amounts to US\$6,600 per annum. Being the sole shareholders and sole director of a Client's company exposes Healy Consultants Group to reputation, litigation and financial risk;
14. If our Client and Healy Consultants Group properly plan this engagement, our Clients' will **not** have to travel during this engagement. Healy Consultants Group will efficiently and effectively complete company registration and corporate bank account opening in a timely manner without our Client presence. Instead, our Client will need to **i)** sign and get documents legalized in the embassy in their country of origin and **ii)** courier the originals to Healy Consultants Group office;
15. Depending on our Client's business and nationality, the US Government may require a special regulatory license to carry on your business in the country. Healy Consultants Group will assist our Client secure license approval; there may be additional engagement fees. However, the Government enjoys ultimate power of approval of company registrations and business licenses;
16. Some of our Clients request Healy Consultants Group to provide temporary shared [office space](#) for 6 months until their preferred business premises is found. If your Firm requires this service, our one-time fee is US\$950. Monthly rental thereafter is paid directly to the landlord, independently of Healy Consultants Group;
17. If required, Healy Consultants Group will be pleased to assist your firm to secure [employee visa](#) approvals. Our fee is US\$4,950 for the first employee, US\$3,950 for the second employee, US\$2950 per employee thereafter. Our employee visa fees includes preparation of a quality visa application and submitting to the correct Government immigration officers. The Government enjoys ultimate power of approval of visa applications. Consequently, guaranteed success is outside of Healy Consultants Group's control. What is inside our control is the preparation and submission of a high quality immigration visa application that maximizes the likelihood of visa approval;

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18. It is important our Clients are aware of their personal and corporate tax obligations in their country of residence and domicile. Let us know if you need Healy Consultants Group help to clarify your local and international annual tax reporting obligations;
19. During the engagement, shareholders and directors' documents may need to be translated into English; before the Government and Bank approves company registration and corporate bank account opening respectively. Consequently, our Client should budget for possible additional translation and embassy attestation fees. Either our Client or Healy Consultants Group can complete this administrative task;

As always, Healy Consultants Group will negotiate with all third parties to eliminate or reduce additional engagement costs. For transparency purposes, all third-party fee payments will be supported by original receipts and invoices. Examples of possible third-party payments include **i)** embassy fees; **ii)** notary public costs; and **iii)** official translator fees;

20. As stipulated on our [business website](#) and in section 3 of our engagement letter, Healy Consultants Group will only commence the engagement following **i)** settlement of our fees and **ii)** completion and signing of our legal engagement letter;
21. Some of our Clients' require an [immediate USA solution](#). Within a day Healy Consultants Group can supply our Client **i)** an existing dormant Delaware company number and **ii)** an already approved USA Citibank corporate bank account number and **iii)** a business address. Turnkey solutions are attractive to those entrepreneurs who wish to immediately close a country deal, sign a contract or invoice a customer;
22. Healy Consultants Group will only incorporate your company after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group will only open a corporate bank account after 100% of the Client's original due diligence documentation is received by courier;
23. During the annual renewal engagement with our Client, our in-house [Legal and Compliance Department](#) reviews the quality and completeness of our Client file. Consequently, Healy Consultants Group may revert to our Client to ask for more up to date [due diligence documentation](#);
24. Some of our Clients' engage Healy Consultants Group to [recruit \(click link\)](#) local employees. We have a lot of experience in this area and we are quite skilled at securing quality candidates for our Clients';

Thank you for your business and we look forward to working closely with you over the coming weeks as we [project manage \(click link\)](#) your Delaware business set up engagement.