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# Customer Order Request

SUBMIT THIS COMPLETED FORM WITH YOUR FILING.

**Order Processing Requested\*:**      \* \* \* Expedite Processing Requires Additional Fees \* \* \*

- Standard Processing\*\***       **24-HOUR Expedite\*\*\***       **2-HOUR Expedite**       **1-HOUR Expedite**  
 (Avg. processing turnaround      (additional \$25.00 fee included)      (additional \$250.00 fee included)      (additional \$500.00 fee included)  
 5-10 business days)

\*\*"Processing" indicates the filing will be completed and registered in the Secretary of State registration database.  
 \*\*Standard Processing applications received by E-MAIL or FAX must include the e-Payment Authorization form with credit card information.  
 \*\*\*NOTE: Orders filed in person through any Secretary of State office location requesting the filing be processed will be assessed a 24-HOUR Expedite fee of \$25.00 per order.

Name of Entity: \_\_\_\_\_

Return filing to:  
 (Return Address) \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Return Delivery Options:** Email or Fax options do not receive a copy via mail; must be ordered separately.

- Email to: \_\_\_\_\_       Fax to: \_\_\_\_\_  
 Hold for Pick Up       Mail to Return Address above       FedEx: Acct # \_\_\_\_\_  
 Other (explain below): \_\_\_\_\_       UPS: Acct # \_\_\_\_\_

**Order Description** (include items being ordered and fee breakdown):

\* PLEASE NOTE: Original paperwork is kept by this office. Include a copy of the original filing if you want a file stamped copy returned to you at no extra charge. **Certified copy requests are an additional \$15 per certified copy being requested.**      **Total Amount:**

**Payment Method:**

- Check/Money Order       Credit Card (Must attach [e-Payment Authorization](#) request form including payment information.)  
 Cash (*Do Not mail cash*)       Pre-paid Acct #: \_\_\_\_\_ Attach signed pre-paid slip.