



FRANCISCO V. AGUILAR  
Secretary of State  
401 North Carson Street  
Carson City, Nevada 89701-4201  
(775) 684-5708  
Website: [www.nvsos.gov](http://www.nvsos.gov)  
[www.nvsilverflume.gov](http://www.nvsilverflume.gov)

## Instructions for Amended/Annual List and State Business License Application

### **IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM.**

TYPE or PRINT the following information and submit the filing with a Customer Order Instruction Form and payment:

1. The **NAME** and **ENTITY NUMBER** or **NV ID NUMBER** of the entity **EXACTLY** as it is registered with this office.
2. The **NAME**, **TITLE** and **ADDRESSES** are required for each entity type, and should be entered in the boxes provided on the form.

**Corporation:** President, Secretary, Treasurer, or equivalent of and all Directors must be named. The annual filing fee for corporations will be based on the total number of shares provided in the articles. Business License Fee = \$500.00/\$200.00

**Non-profit Corporation:** President, Secretary, Treasurer, or equivalent of and all Directors must be named. The filing fee for a nonprofit corporation without stock is \$50.00. For nonprofit corporations with stock, the filing fee is based on the total number of shares provided in the articles. Nonprofit corporations under NRS Chapter 82 are not required to maintain a State Business License or pay the additional fee.

**NRS Chapter 82 and NRS 80:** Entities under NRS 82 and NRS 80 non-profit must indicate if the organization intends to solicit charitable or tax deductible contributions. If the answer is:

No – there is no additional forms required.

Yes – the “Charitable Solicitation Registration Statement” is required.

If the organization claims exemption pursuant to (2015) AB50 15(1) or is recognized as a church under Internal Revenue Code 501(c)(3), then an “Exemption From Charitable Solicitation Registration Statement” required

**\*\*Failure to include the required statement form will result in rejection of the filing and could result in late fees.\*\***

**NRS Chapter 80 - Nonprofit:** For nonprofit entities formed under NRS Chapter 80, entities without 501(c) nonprofit designation are required to maintain a state business license, the fee is \$200.00. Those claiming an exemption under 501(c) designation must indicate by checking box on the form.

**NRS Chapter 81 – Nonprofit:** Entities which are under Unit-owners’ association or Religious, charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. § 501(c) are excluded from the requirement to obtain a state business license. Please indicate if this entity falls under one of these categories by marking the appropriate box. If the entity does not fall under either of these categories please submit the additional \$200.00 for the state business license.

**PLEASE NOTE:** Any nonprofit corporation before engaging in any activities in the state of Nevada, as specified in NRS 294A.225, designed to affect the outcome of any primary, general or special election or question on the ballot shall, submit the names, addresses and telephone numbers of its officers to the Secretary of State. This is a separate filing from the initial or annual list of officers. For your convenience, a form is available for your use at [www.nvsos.gov](http://www.nvsos.gov).

**Limited Liability Company:** Managers or Managing Members, as indicated on the formation documents, must be named. List fee = \$150.00, Business License Fee = \$200

**Limited Partnership:** General Partners must be named, List fee = \$150.00, Business License Fee = \$200

**Limited Liability Limited Partnership (NRS 87A):** General Partners must be named, List fee = \$150.00, Business License Fee = \$200

**Limited Liability Limited Partnership (NRS 88):** General Partners must be named, List fee = \$200.00, Business License Fee = \$200

**Limited Liability Partnership:** Managing Partners must be named, List fee = \$150.00, Business License Fee = \$200

**Business Trust:** Trustees must be named, List fee = \$150.00, Business License Fee = \$200

**Corporation Sole:** Subscriber or successor must be named. List fee = \$50.00. Corporation sole are not required to maintain a State Business License or pay the additional fee.

3. If qualified for a statutory exemption from the State Business License, choose the applicable code in the area provided.



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## Instructions for Annual/Amended List and State Business License Application - continued

4. The **SIGNATURE**, of an Officer, Manager, Managing Member, General Partner, Managing Partner, Trustee, Subscriber, Manager, Partner, Business Owner or authorized signer **MUST** be included in the areas provided at the bottom of the form. **THE FORM WILL BE REJECTED IF NOT SIGNED.**

5. Make checks payable to: **Secretary of State.**  
Return the completed form to:  
**Secretary of State, 401 North Carson Street, Carson City, Nevada 89701-4201, (775) 684-5708.**

6. Completed **CUSTOMER ORDER INSTRUCTION, FORMS, FEES** (including any applicable penalty fees) must be returned to the Secretary of State. Pursuant to NRS 225.085, all Annual Lists must be in the care, custody and control of the Secretary of State by the close of business on the due date. (Postmark date is not accepted as receipt date.) Lists received after the due date will be rejected, and will require the associated fees and penalties. A penalty fee will be assessed for all late annual list filings. Please refer to our web site for fee schedule.

**ADDITIONAL FORMS** may be obtained on our website at [www.nvsos.gov](http://www.nvsos.gov) or by calling 775-684-5708.

**FILE STAMPED COPIES:** One copy of the filing and State Business License will be sent to the registered agent or where otherwise indicated, at the time of processing. To receive additional copies a \$2.00 per page fee and appropriate order instructions are required.

**CERTIFIED COPIES:** To order a certified copy, enclose an additional \$30.00 and appropriate instructions. A copy fee of \$2.00 per page is required for each copy generated when ordering 2 or more certified copies.

**EXPEDITE FEE:** Filing may be expedited for an additional \$125.00 for 24-hour service, \$500.00 for 2-hour service and \$1000.00 for 1-hour service.

**QUESTIONS AND INQUIRES:** Call Customer Service at 775-684-5708, or email to [sosmail@sos.nv.gov](mailto:sosmail@sos.nv.gov)

**Filings may be submitted Online at [www.nvsilverflume.gov](http://www.nvsilverflume.gov), or to the Office of the Secretary of State, by mail to the following addresses:**

**Carson City – Main Office**  
**Regular and Expedited Filings**

**Mail:**  
Secretary of State  
Commercial Recordings Division  
401 North Carson Street  
Carson City NV 89701-4201

**Phone:** 775-684-5708  
**Fax:** 775-684-5725

**General Inquires:** [sosmail@sos.nv.gov](mailto:sosmail@sos.nv.gov)

**Las Vegas – Satellite Office**  
**Expedited Filings Only**

**Mail:**  
Secretary of State  
North Las Vegas City Hall  
2250 Las Vegas Blvd. North, Suite 400  
North Las Vegas, NV 89030

**Phone:** 702-486-2880  
**Fax:** 702-486-2888

**General Inquires:** [soslvmail@sos.nv.gov](mailto:soslvmail@sos.nv.gov)



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## Annual or Amended List and State Business License Application

☐ ANNUAL ☐ AMENDED (check one)

List of Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers:

NAME OF ENTITY

Entity or Nevada Business  
Identification Number (NVID)

TYPE OR PRINT ONLY - USE DARK INK ONLY - DO NOT HIGHLIGHT

**IMPORTANT:** Read instructions before completing and returning this form.

Please indicate the entity type (check only one):

☐ Corporation  
☐ This corporation is publicly traded, the Central Index Key number is:

☐ Nonprofit Corporation (see nonprofit sections below)

☐ Limited-Liability Company

☐ Limited Partnership

☐ Limited-Liability Partnership

☐ Limited-Liability Limited Partnership

☐ Business Trust

☐ Corporation Sole

Additional Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers, may be listed on a supplemental page.

### CHECK ONLY IF APPLICABLE

Pursuant to NRS Chapter 76, this entity is exempt from the business license fee.

☐ 001 - Governmental Entity

☐ 006 - NRS 680B.020 Insurance Co, provide license or certificate of authority number

**For nonprofit entities formed under NRS Chapter 80:** entities without 501(c) nonprofit designation are required to maintain a state business license, the fee is \$200.00. Those claiming an exemption under 501(c) designation must indicate by checking box below.

☐ Pursuant to NRS Chapter 76, this entity is a 501(c) nonprofit entity and is exempt from the business license fee.  
Exemption code 002

**For nonprofit entities formed under NRS Chapter 81:** entities which are Unit-owners' association or Religious, charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. § 501(c) are excluded from the requirement to obtain a state business license. Please indicate below if this entity falls under one of these categories by marking the appropriate box. If the entity does not fall under either of these categories please submit \$200.00 for the state business license.

☐ Unit-owners' Association

☐ Religious, charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. § 501(c)

### For nonprofit entities formed under NRS Chapter 82 and 80: Charitable Solicitation Information - check applicable box

Does the Organization intend to solicit charitable or tax deductible contributions?

☐ No – no additional form is required

☐ Yes – the "Charitable Solicitation Registration Statement" is required.

☐ The Organization claims exemption pursuant to NRS 82A.210 - the "Exemption From Charitable Solicitation Registration Statement" is required

**\*\* Failure to include the required statement form will result in rejection of the filing and could result in late fees.\*\***



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## Annual or Amended List and State Business License Application - Continued

### Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers:

CORPORATION, INDICATE THE PRESIDENT, OR EQUIVALENT OF: Title:   
  
Name  Country   
  
Address  City  State  Zip/Postal Code

CORPORATION, INDICATE THE SECRETARY, OR EQUIVALENT OF: Title:   
  
Name  Country   
  
Address  City  State  Zip/Postal Code

CORPORATION, INDICATE THE TREASURER, OR EQUIVALENT OF: Title:   
  
Name  Country   
  
Address  City  State  Zip/Postal Code

CORPORATION, INDICATE THE DIRECTOR:  
  
Name  Country   
  
Address  City  State  Zip/Postal Code

FOR CORPORATION SOLE, INDICATE THE SUBSCRIBER/SUCCESSOR:  
  
Name  Country   
  
Address  City  State  Zip/Postal Code

None of the officers or directors identified in the list of officers has been identified with the fraudulent intent of concealing the identity of any person or persons exercising the power or authority of an officer or director in furtherance of any unlawful conduct.

I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

**X**

Signature of Officer, Manager, Managing Member,  
General Partner, Managing Partner, Trustee,  
Subscriber, Member, Owner of Business,  
Partner or Authorized Signer FORM WILL BE RETURNED IF  
UNSIGNED.

Title

Date



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## Customer Order Instructions

SUBMIT THIS COMPLETED FORM WITH YOUR FILING

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Processing  
Service Requested: ☐ Regular ☐ 24-Hour Expedite (additional fee included)

Name of Entity:

Date:

Return to:

Contact Name:

Phone:

**Return Delivery:** (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 Address Above

☐ FedEx: Acct #

☐ Other: (explain below)

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

**\*PLEASE NOTE:** this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. Each additional copy is **\$2.00** per page (plus **\$30.00** for each certification).

Total Amount:

Method of Payment:

☐ Check/Money Order ☐ Credit Card (attach ePayment checklist)

☐ Trust Account:

☐ Use balance remaining in job #



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## 1 or 2-Hour Expedite Customer Order Instructions

SUBMIT THIS COMPLETED FORM WITH YOUR FILING

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Processing  
Service Requested:

☐

2-Hour Expedite  
(additional **\$500.00** fee included)

☐

1-Hour Expedite  
(additional **\$1000.00** fee included)

Name of Entity:

Date:

Return to:

Contact Name:

Phone:

**Return Delivery:**

☐

Email to:

☐

Fax to:

☐

Hold for Pick Up

☐

Mail to Address Above

☐

FedEx: Acct #

☐

Other: (explain below)

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

**\*PLEASE NOTE:** this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. Each additional copy is **\$2.00** per page (plus **\$30.00** for each certification).

Total Amount:

Method of Payment:

☐

Check/Money Order

☐

Credit Card (attach ePayment checklist)

☐

Trust Account:

☐

Use balance remaining in job #



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## **24-hour, 2-hour and 1-hour Expedite Service Guidelines**

***IMPORTANT: To ensure expedited service, please mark "Expedite" in a conspicuous place at the top of the service request. Please indicate method of delivery.***

### **24-HOUR EXPEDITE SERVICE**

The Secretary of State offers a 24-hour expedite service on most filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Check the 24-hour expedite box on your customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 24-hour expedited service, include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office *does not* fax confirmation of a 24-hour expedite.

The fee for 24-hour handling ranges from \$25.00 to \$125.00. Please consult our fee schedules for the appropriate 24-hour expedite fee. If you require assistance, please contact this office.

**Time Constraints:** Each filing submitted receives same day filing date and may be picked up within 24-hours. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in fileable form.

### **2-HOUR EXPEDITE SERVICE**

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to utilize the 2-hour expedite service, please enclose with your filing an additional \$500.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

### **1-HOUR EXPEDITE SERVICE**

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to utilize the 1-hour expedite service, please enclose with your filing an additional \$1000.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

**1-Hour and 2-Hour Time Constraints:** Each filing submitted for either 1-hour or 2-hour expedite receives same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgment (e-mail) or to provide a correct e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in complete filing condition.

**The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.**





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## ePayment Checklist

All major credit cards are accepted. For security purposes, please do NOT email this authorization form. Email is NOT a secure form of transmittal to protect your card information.

### Processing Requested:

- ☐ Regular      ☐ 24-HOUR Expedite      ☐ 4-HOUR Expedite (Apostille only)  
☐ 2-HOUR Expedite      ☐ 1-HOUR Expedite      ☐ Same Day (Domestic Partnership only)

### Order Information (required)

Entity Name/Order Reference: \_\_\_\_\_

Cardholder Name (as shown on credit card): \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Last 4 Digits of Credit Card: \_\_\_\_\_ Card Type: ☐ VISA ☐ MasterCard ☐ Amex ☐ Discover

Authorized to Charge: \_\_\_\_\_

By signing this form, I understand that there will be a non-refundable credit card payment processing fee of 2.5% added to the total amount of the transaction. I understand if I do not wish to pay the credit card processing fee, I can either mail a check, or pay in person by cash, check, or money order. I certify that I am the cardholder and responsible for this payment in accordance with the issuing bank cardholder agreement. I further understand that I am responsible for any penalty fees that may be incurred if the credit card company denies my credit card payment.

### Authorized Signature

X \_\_\_\_\_ Date: \_\_\_\_\_

### CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!

1. Credit Card Number: \_\_\_\_\_
2. Expiration Date: \_\_\_\_\_
3. Security Code\*: \_\_\_\_\_  
\*3-digit number found on the far right of the backside of VISA, MasterCard and Discover cards  
4-digit number found on the front right side of American Express card.

All 3 fields **MUST**  
be completed!  
  
This section will be  
destroyed after the  
payment is processed.





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## **Annual List Fee Schedule For Profit Corporations Effective 10-1-05**

**PROFIT CORPORATIONS ANNUAL LIST FILING FEE:** Pursuant to NRS 78, 80, 78A, and 89 Domestic and Foreign Corporations, Close Corporations and Professional Corporations.

Fees are based on the value of the current, total authorized stock recorded with this office:

\$75,000 or less	\$150.00
over \$75,000 and not over \$200,000	\$200.00
over \$200,000 and not over \$500,000	\$300.00
over \$500,000 and not over \$1,000,000	\$400.00
<b>OVER \$1,000,000</b>	
For the first \$1,000,000	\$400.00
For each additional \$500,000 - or fraction thereof	\$275.00
Maximum fee	\$11,125.00

For the purpose of computing the filing fee, the value (capital) represented by the total number of shares authorized in the Articles of Incorporation or most recent Amendment is determined by computing the:

- A. total authorized shares multiplied by their par value or;
- B. total authorized shares without par value multiplied by \$1.00 or;
- C. the sum of (a) and (b) above if both par and no par shares.

*Filing fees are calculated on a minimum par value of one-tenth of a cent (.001), regardless if the stated par value is less.*

**Late Fee:** If the list is not in the care, custody and control of the Nevada Secretary of State by the close of business on the due date a late fee of \$75.00 must accompany the filing. Care, custody and control means in our office in fileable form. Postmarks are not accepted as being in our care, custody and control.

An annual list submitted more than 90 days prior to the due date will be deemed an amended annual list for the previous year.

**The 24-hour expedite fee for an Annual List is \$125.00 in addition to the filing fee based upon stock.**

**The 2-hour expedite fee is \$500.00 in addition to the filing fee based upon stock.**

**The 1-hour expedite fee is \$1000.00 in addition to the filing fee based upon stock.**

*PLEASE NOTE: the expedite fee is in addition to the standard filing fee charged on each filing and/or order.*

### **24-HOUR EXPEDITE TIME CONSTRAINTS:**

Each filing submitted receives same day filing date and may be picked up within 24 hours. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm.

Expedite period begins when filing or service request is received in this office in fileable form.

The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages, or equipment malfunction. These extensions are few and will rarely extend more than a few hours.



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## Commercial Recordings Copies and Certification Services Fee Schedule

The following is a list of copies and certification services and the associated fees for Commercial Recording and apostille/certification services. Fees are per document unless otherwise noted.

### **SERVICE REQUESTED:**

Copies	\$2.00 per page
Certification of Document	\$30.00
Search	\$50.00
Certificate of Existence (evidence of good standing – short form)	\$50.00
Certificate of Existence (listing amendments – long form)	\$50.00
Ceremonial Certificate of Good Standing	\$100.00
Certificate Evidencing Name Change	\$50.00
Certificate of Fact of Merger	\$50.00
Certificate of Default	\$50.00
Certificate of Revocation	\$50.00
Certificate of Dissolution	\$50.00
Certificate of Withdrawal	\$50.00
Certificate of Cancellation	\$50.00
Certificate of Non-Existence	\$50.00
Miscellaneous Certificates	\$50.00
Apostille (Hague Treaty Nations)/Certification (Non-Hague Treaty Nations)	\$20.00
Corporate Charter	\$50.00
Ceremonial Charter	\$100.00

### **EXPEDITE SERVICE:**

Expedite service is available for copies, certificate and certification services. Fees for expedite service are in addition to the fees as listed above.

#### **24 Hour Expedite Service: Order may be picked up or mailed out within 24-hours.**

Apostille	\$75.00
Copies: Per entity name	\$125.00
Certificates: Per entity name and certificate type	\$125.00
Search: Expedite fee on search only; additional expedite fee required for copies	\$125.00

#### **2-Hour Expedite Service: Order may be picked up or mailed within 2-hours.**

1 or more certificates (per entity name and certificate type)	\$500.00
1 or more copies (per entity name)	\$500.00

#### **1-Hour Expedite Service: Order may be picked up or mailed within 1-hour.**

1 or more certificates (per entity name and certificate type)	\$1000.00
1 or more copies (per entity name)	\$1000.00

### **BASIC INSTRUCTIONS:**

1. All orders may be submitted via mail to the above address with all fees enclosed. Payment by VISA, Mastercard, Discover or American Express are accepted.
2. Orders can be emailed back on most occasions. All orders not specified as a pick-up are mailed out via first-class mail, unless a Federal Express number is provided, or other major courier pickup arrangement is made.
3. Fax back service is only available for certificates or copies of 50 pages or less. This service must be requested at time of order with complete fax information provided.
4. Each order will be returned to one address only.
5. Our office can no longer accept credit card payment via Email.