

**ACS, INC.**

Mailing address: P.O. BOX 7309 ALBANY, NY 12224

Office & Overnight mail address: 90 State Street, Suite #700, Albany NY 12207

PHONE & FAX (866) 767-8732

EMAIL: INFO@ACSalbany.com

When emailing or faxing papers for service, please send a completed copy of this form with your papers to be served, as well as a copy of the front and back of your check for the amount due, made payable to ACS, Inc. When we receive your papers via email, we will email you to confirm receipt of your papers.

Type of Service Request: Secretary of State \_\_\_\_\_ Other \_\_\_\_\_

List who we are serving, along with an address and any service instructions:

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Your company or firm name: \_\_\_\_\_

Your name: \_\_\_\_\_

Your address: \_\_\_\_\_

Your phone #: \_\_\_\_\_ Your email address: \_\_\_\_\_

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**\*\*\*Charge Calculation\*\*\***

Service (\$7.50 per service) \_\_\_\_\_ \$ \_\_\_\_\_ +

Copies (.15 per page) \_\_\_\_\_ \$ \_\_\_\_\_ +

Fees (example- Secretary of State fee, witness fee, etc.) \_\_\_\_\_ \$ \_\_\_\_\_ =

Amount due \_\_\_\_\_ \$ \_\_\_\_\_