



LIMITED LIABILITY PARTNERSHIP FOR PROFESSIONAL SERVICES ANNUAL MEETING WORKSHEET

RE: _____
Name of Limited Liability Partnership

Partnership Address: _____

Mailing Address (if different): _____

Partners' Meeting: Date: _____, 20____ Time: _____

NOTE: If the date and time of the Partners' Meeting is incomplete, the wording on the Annual Minutes Meeting paragraph will read "Meeting was held at the time, date and place as stated in the Partnership Agreement."

Does the Partnership have any DBA's (doing business as)? Yes No

If yes, list all names: 1st _____ 2nd _____

**"Protect Your Partnership Records. Don't forget to complete and return your Spiegel & Utrera, P.A. General Counsel Club renewal with your Partnership's Annual Meeting Worksheet, which is enclosed."
-Larry Spiegel**

List the name and address of all the Partners below: (you may use additional sheets if needed)

Name of Partners

Example: *John Doe*

Address

123 SW Any Street, Miami, FL 33145

_____	_____
_____	_____
_____	_____
_____	_____

Chairman of Partners' Meeting: _____ Secretary of Partners' Meeting: _____

Does the above information represent a change in Partners during the past year? Yes No

Daytime Phone number you can be reached at: (_____) _____

Email Address: _____

Check here if you would like to have the minutes of your Annual Meeting emailed to you in PDF format.

Without any additional charge, you may include any special provision in the minutes of the Partner's meeting. To discuss any matter which you feel should be included as a topic or resolution at the Partner's Meeting, check here and give us a daytime phone number. A Spiegel & Utrera, P.A. attorney will call you to discuss the matter at no extra charge. At Spiegel & Utrera, P.A. we want to help you keep your partnership records up to date.

Remarks: _____

