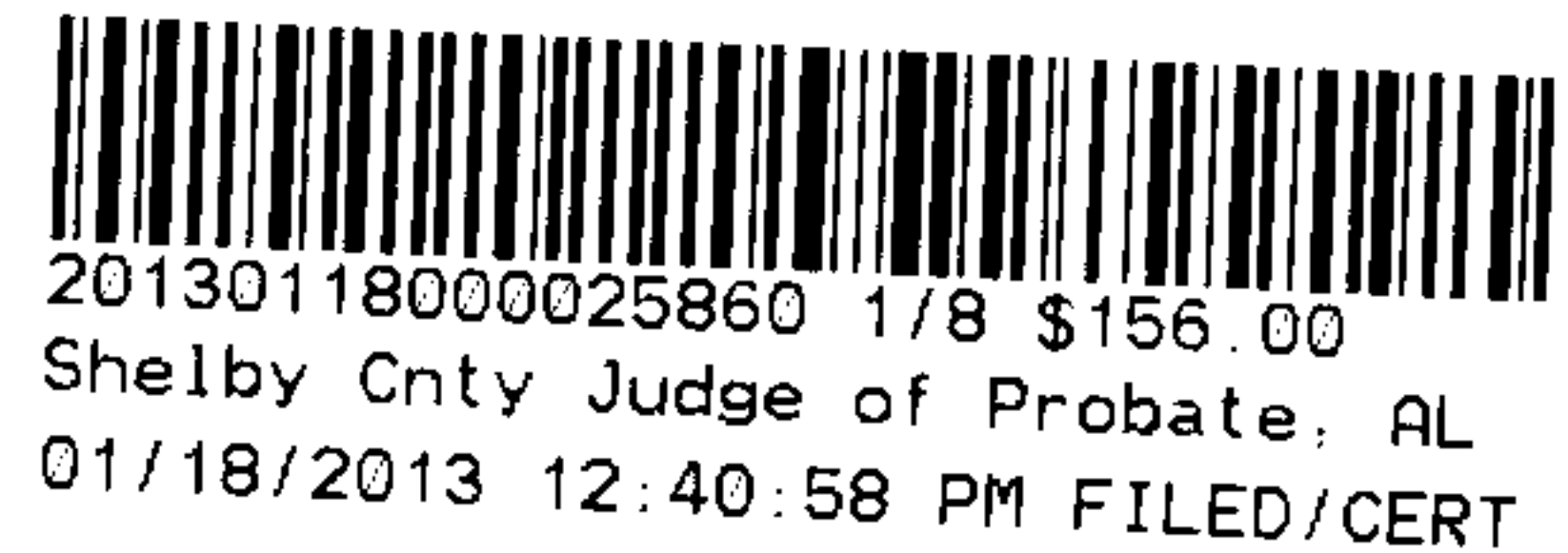


STATE OF ALABAMA

DOMESTIC LIMITED LIABILITY COMPANY (LLC)  
CERTIFICATE OF FORMATION

PURPOSE: In order to form a limited liability company (LLC) under Section 10A-1-3.05 and 10A-5-2.02 of the Code of Alabama 1975 this Certificate Of Formation and the appropriate filing fees must be filed with the Office of the Judge of Probate in the county where the entity's initial registered office is located. **The information required in this form is required by Title 10A.**

INSTRUCTIONS: Mail one (1) signed original and two (2) copies of this completed form and the appropriate filing fees to the Office of the Judge of Probate in the county where the limited liability company's (LLC) registered office is/will be located. Contact the Judge of Probate's Office to determine the county filing fees. **Make a separate check or money order payable to the Secretary of State for the state filing fee of \$100.00** and the Judge of Probate's Office will transmit the fee along with a certified copy of the Certificate to the Office of the Secretary of State within 10 days after the Certificate is issued. Once the Secretary of State's Office has indexed the filing the information will appear at [www.sos.alabama.gov](http://www.sos.alabama.gov) under the Government Records tab and the Business Entity Records link – you may search by entity name. Your notification of filing was provided by the Probate Judge's Office via a stamped copy and the Secretary of State's Office does not send out a copy. You may pay the Secretary of State fees by credit card if the county you are filing in will accept that method of payment (see attached). Your entity will not be indexed if the credit card does not authorize and will be removed from the index if the check is dishonored.



(For County Probate Office Use Only)

**The information completing this form must be typed or laser printed.**

1. The name of the limited liability company (must contain the words "Limited Liability Company" or the abbreviation "L.L.C." or "LLC," and comply with Code of Alabama, Title 10A-1-5.06):

ADVANCED OFFICE SOLUTIONS, LLC.

2. A copy of the Name Reservation certificate from the Office of the Secretary of State must be attached [proves name reservation under 10A-1-4.02(f)].

(For SOS Office Use Only)

This form was prepared by: (type name and full address)

John J Barrow  
4124 Kesteven Drive  
Birmingham, AL 35242

**DOMESTIC LIMITED LIABILITY COMPANY (LLC) CERTIFICATE OF FORMATION**

3. Street (**No PO Boxes**) address of principal office of the limited liability company (LLC):

4124 Kesteven Drive Birmingham, AL 35242

Mailing address of principal office (if different from street address): \_\_\_\_\_

4. The name of the Registered Agent: John J Barrow

Street (**No PO Boxes**) address of Registered Agent (if different from principal office address):

4124 Kesteven Drive Birmingham, AL 35242

Mailing address of Registered Agent (if different from street address): \_\_\_\_\_

5. Purpose for which the limited liability company formed: To purchase, lease, rent, and or sell office equipment  
and services; the  
purpose includes the transaction of any lawful business for which limited liability companies may be  
organized in Alabama under Title 10A, Chapter 5 of the Code of Alabama.

6. Period of duration shall be perpetual unless stated otherwise by an attached exhibit.

7. The name(s) of the Organizer(s): John J Barrow & Cynthia G Barrow

Street (**No PO Boxes**) address of Organizer(s): 4124 Kesteven Drive Birmingham, AL 35242

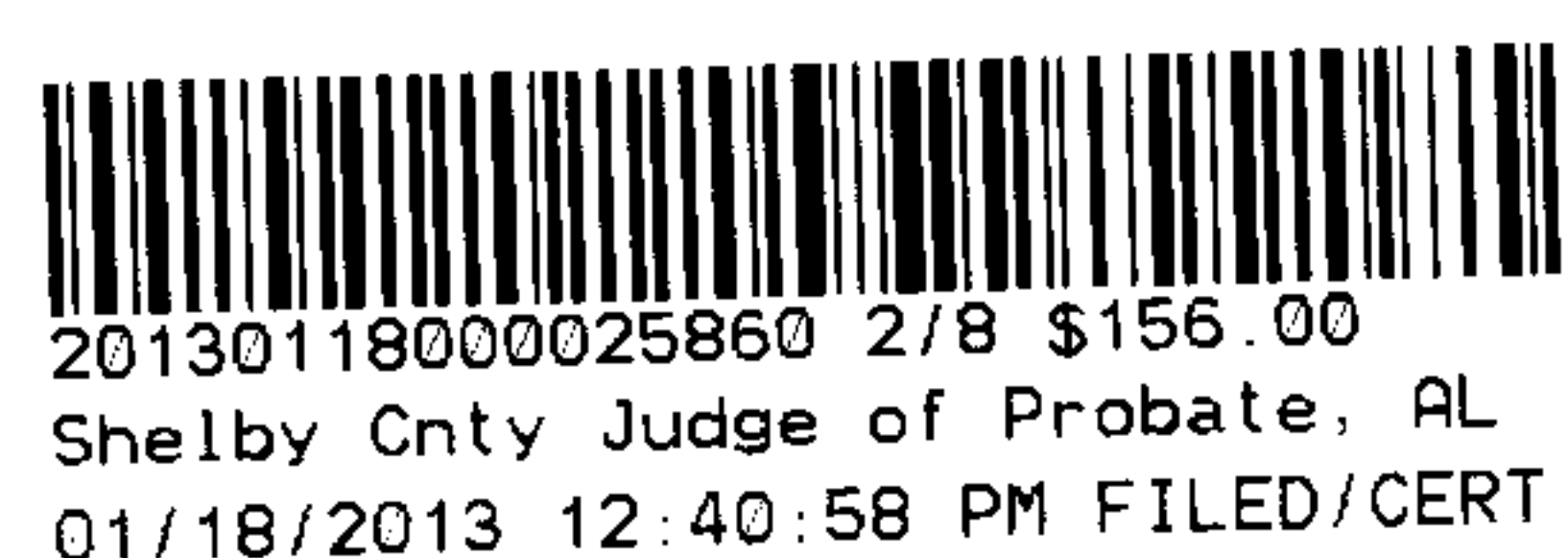
\_\_\_\_\_ Mailing address of Organizer(s) – (if  
different from street address): \_\_\_\_\_

**Attach a listing if more Organizers need to be added.**

8. If the limited liability company is to be managed by one or more managers, give the number of managers  
1 and the names and mailing addresses of the manager or managers who are to serve as  
managers until their successors are elected and begin serving:

Manager's Name: John J Barrow

Mailing address of Manager: \_\_\_\_\_





**DOMESTIC LIMITED LIABILITY COMPANY (LLC) CERTIFICATE OF FORMATION**

Manager's Name: John J Barrow

Mailing address of Manager: 4124 Kesteven Drive Birmingham, AL 35242

**Attach listing if more Managers need to be added.**

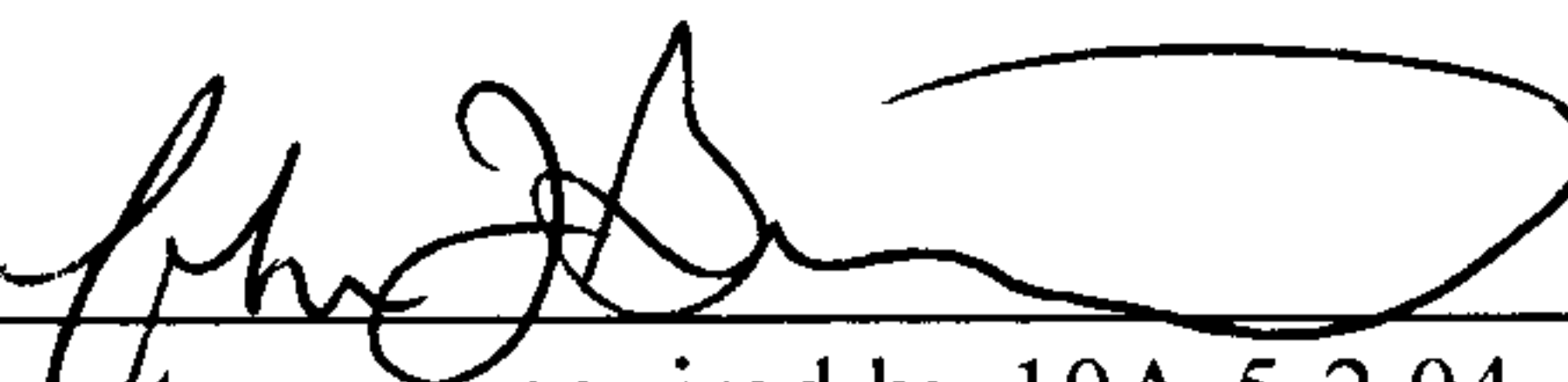
9. The right, if given, of the member or members to admit additional members, and the terms and conditions of the admission are attached.
10. The circumstances, if any, under which the cessation of membership of one or more members will result in dissolution of the limited liability company are attached.
11. The filing of the limited liability company is effective immediately on the date filed by the judge of probate or at the later date specified in this filing (no more than 90 days after date of signing). 10A-1-4.12

The undersigned specify \_\_\_\_ / \_\_\_\_ / \_\_\_\_ as the effective date (must be later than the date filed in the office of the county judge of probate, but not more than 90 days after the date of signing).

☒ Attached are any other provisions that are not inconsistent with law relating to organization, ownership, governance, business, or affairs of the limited liability company.

01 / 18 / 2013

Date (MM/DD/YYYY)

  
Signature as required by 10A-5-2.04

John J Barrow

Typed Name of Above Signature

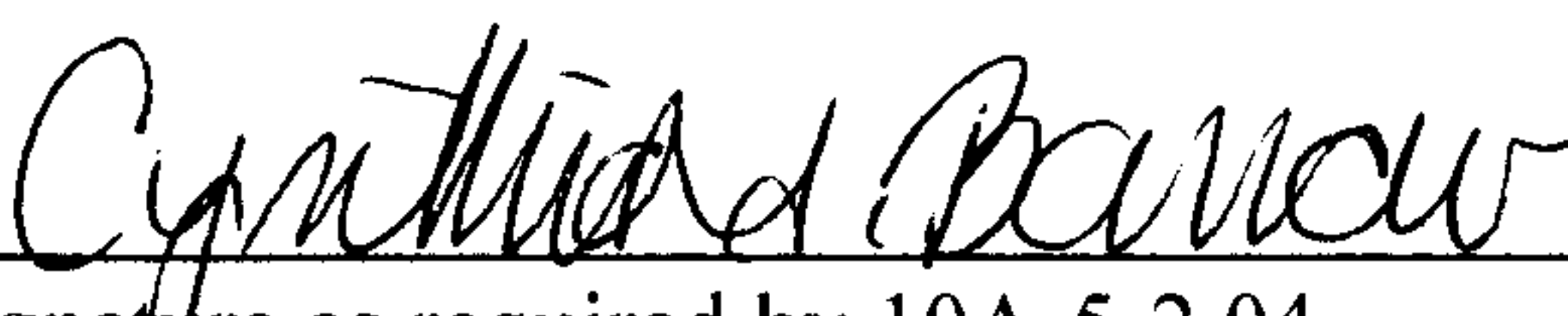
Member

Typed Title (Member, Organizer or Attorney-in-fact)

**Additional members may sign (attach listing if necessary).**

01 / 18 / 2013

Date (MM/DD/YYYY)

  
Signature as required by 10A-5-2.04

Cynthia G Barrow


Typed Name of Above Signature

Member

Typed Title (Member)



**ARTICLES OF ORGANIZATION**  
**OF**  
**ADVANCED OFFICE SOLUTIONS, LLC**

  
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Shelby Cnty Judge of Probate, AL  
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KNOW ALL MEN BY THESE PRESENTS: That we, the undersigned members, desire to form a limited liability company under the Code of Alabama and do hereby adopt the following Articles of Organization for such limited liability company:

**ARTICLE I**

The name of this limited liability company shall be ADVANCED OFFICE SOLUTIONS, LLC.

**ARTICLE II**

The purpose or purposes for which this limited liability company is formed is/are as follows:

- (1) To purchase, lease, rent, and or sell office equipment and services; and
- (2) To do and engage in any business which a natural person can do; and
- (3) To manufacture, purchase or otherwise acquire, own, pledge, sell assign and transfer, or otherwise dispose of and invest, trade and deal in and with goods, wares and merchandise of every class and description, whether or not the same specifically pertain to the classes of business above specified; and
- (4) To enter into, make and perform contracts of every kind and description with any person, firm, association, corporation, municipality, country, state, body politic or government or colony or dependency thereof; and
- (5) To purchase, acquire, hold, improve, sell, convey, assign, exchange, mortgage, encumber, lease, hire, rent, repair, and deal in office equipment and services of every kind and character; and
- (6) To purchase, acquire, hold, rent, develop and operate real estate, to erect buildings thereon and to sell, lease, maintain, own, repair, and operate such properties; and
- (7) To borrow and lend money and to give or take security therefore by way of mortgage, pledge, transfer or assignment of office equipment or personal property of every nature; and



(8) Generally to purchase, take or lease, or exchange, hire, or otherwise acquire any office equipment and personal property or any rights or privileges therein, which this limited liability company may think necessary or convenient for the purposes of its business, and to buy, own and hold office equipment and other property for the purpose of securing debts due the limited liability company, and to sell and dispose of the same at will, and to make any and all necessary instruments of conveyance therefor; and

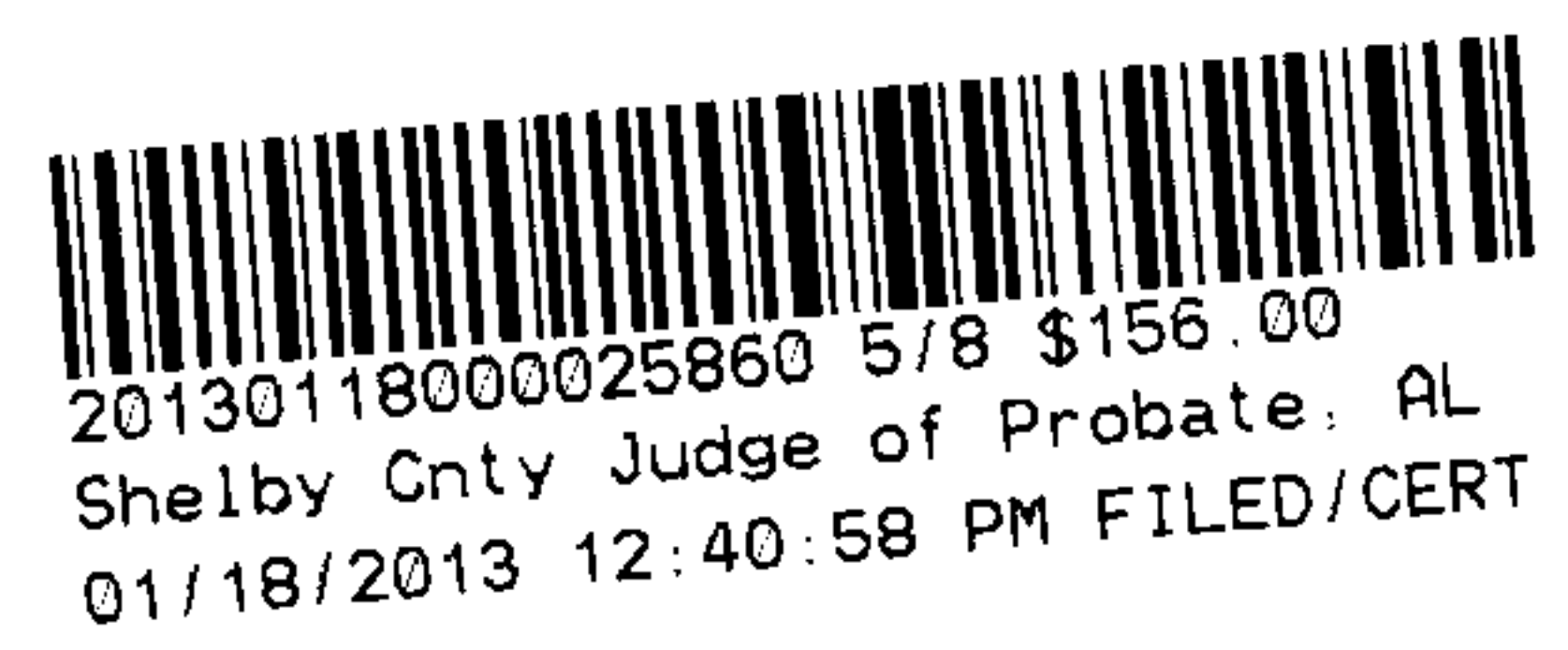
(9) To issue bonds, debentures or obligations of this corporation from time to time, for any of the objects or other purposes of the limited liability company, and to secure the same by mortgage, pledge, deed of trust or otherwise; and

(10) To do all and everything necessary and proper for the accomplishment of the objects herein enumerated or necessary or incidental to the attainment of the purposes of the limited liability company, whether such business is similar in nature to the objects and powers hereinabove set forth or otherwise; but nothing herein contained is to be construed as authorizing this limited liability company to carry on the business of banking or that of a trust company or that of the business of insurance in any of its branches.

The foregoing clauses shall be construed as objects and purposes of the limited liability company in addition to those powers specifically conferred upon the limited liability company by the Code of Alabama (1975), Section 10-12-4, and it is hereby expressly provided that the foregoing specific enumeration of powers shall not be held to limit or restrict in any manner the powers of the limited liability company otherwise granted by said law.

### **ARTICLE III**

The location and mailing address of the initial registered office of the limited liability company is 4124 Kesteven Drive, Birmingham AL 35242, and the name of its initial registered agent at such address is John J. Barrow.



#### **ARTICLE IV**

The names and mailing addresses of the initial members of the limited liability company are as follows:

John J. Barrow  
4124 Kesteven Drive  
Birmingham, AL 35242

Cynthia G. Barrow  
4124 Kesteven Drive  
Birmingham, AL 35242

#### **ARTICLE V**

The members of this limited liability company shall have the right to add new members by holding a special meeting of all the current members of the organization. At said meeting, a unanimous vote of those present will be required to amend these Articles of Organization to add one or more proposed new members.

#### **ARTICLE VI**

The members of this limited liability company shall have the right to continue the business in the event one or more of the members become dissociated with the company and so long as at least one or more members remain as members of the company.

#### **ARTICLE VII**

The day to day business of this limited liability company shall be carried out by the managing member of the Company. The Managing Member shall be John J. Barrow, who shall be empowered to act for the company in all matters.

#### **ARTICLE VIII**


The members of this limited liability company shall not have the ability to freely transfer their individual interests in the company to parties not presently members.

#### **ARTICLE IX**

Any amendment required by these articles or by the laws of the State of Alabama with respect to limited liability companies shall be signed by at least one member. If an amendment is required pursuant to Article V above, the new member or members shall also sign the amendment adding them to the company.

#### **ARTICLE X**

The members, individually, shall not be liable for the debts or obligations of the company.


  
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Shelby Cnty Judge of Probate, AL  
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No contract or other transaction between the company and any other entity shall in any way be affected or invalidated by the fact that the said entity shall have common officers, directors or members or by the fact that this company, or its members, should have a pecuniary interest in the said entity.

#### **ARTICLE XI**

The above represents the provisions required by the State of Alabama to form a limited liability company. Any information relevant to the internal affairs of this limited liability company can be found in the company document entitled "operating agreement."

Executed this the 18th day of July, 2013 by the following members:

  
\_\_\_\_\_  
**John J. Barrow, Managing Member**

  
\_\_\_\_\_  
**Cynthia G. Barrow, Member**



Beth Chapman  
Secretary of State

P. O. Box 5616  
Montgomery, AL 36103-5616

# STATE OF ALABAMA

**I, Beth Chapman, Secretary of State of Alabama, having custody of the  
Great and Principal Seal of said State, do hereby certify that**

pursuant to the provisions of Title 10A, Chapter 1, Article 5, *Code of Alabama*  
1975, and upon an examination of the entity records on file in this office, the  
following entity name is reserved as available:

**Advanced Office Solutions, LLC**

This domestic limited liability company is proposed to be formed in Alabama and  
is for the exclusive use of John J Barrow, 4124 Kesteven Drive, Birmingham, AL  
35242 for a period of one hundred twenty days beginning January 17, 2013 and  
expiring May 18, 2013.



618-889

**In Testimony Whereof, I have hereunto set my  
hand and affixed the Great Seal of the State, at the  
Capitol, in the city of Montgomery, on this day.**

**January 17, 2013**

**Date**

*Beth Chapman*

**Beth Chapman**

**Secretary of State**



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