DOC ID ----> E773_0040

State of Ohio
Department of State

Anthony J. Celebrezze, Jr.
Secretary of State

Date 7/15/80 **Number** 557571 **Receipt No.** 57471

E773-0040 082

Received of or filed by EXECUTIVE SECRETARIAL PLUS E0773-0040

The sum of $ 75.00 **for filing** ARF **of**

EXECUTIVE SECRETARIAL PLUS, INC.

ARF $ 75.00

Returned to: 57471
EXECUTIVE SECRETARIAL PLUS
116A N. MAIN ST.
CENTERVILLE, OH 45459

RECEIPT

Name:
EXECUTIVE SECRETARIAL PLUS, INC.

Total Fee: $ 75.00

DOC ID ----> E773_0040

Department of State

E773-0041

The State of Ohio

Anthony J. Celebrezze, Jr.
Secretary of State

557571

Certificate

It is hereby certified that the Secretary of State of Ohio has custody of the Records of Incorporation and Miscellaneous Filings; that said records show the filing and recording of: ARF

of:

EXECUTIVE SECRETARIAL PLUS, INC.

United States of America
State of Ohio
Office of the Secretary of State

Recorded on Roll E773 at Frame 0042 of the Records of Incorporation and Miscellaneous Filings.

Witness my hand and the seal of the Secretary of State, at the City of Columbus, Ohio, this 9TH day of JULY, A.D. 19 80.

Anthony J. Celebrezze Jr

Anthony J. Celebrezze, Jr.
Secretary of State

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E0773-0.42

G-101 Prescribed by Secretary of State — Anthony J. Celebrezze, Jr.

APPROVED FOR FILING
By RMc Loop
Date 7-9-80
Amount $75.00

Articles of Incorporation

— OF —

Executive Secretarial Plus, Inc.
(Name of Corporation)

The undersigned, a majority of whom are citizens of the United States, desiring to form a corporation, for profit, under Sections 1701.01 et seq. of the Revised Code of Ohio, do hereby certify:

FIRST. The name of said corporation shall be Executive Secretarial Plus, Inc.

SECOND. The place in Ohio where its principal office is to be located is 116 A North Main Street, Centerville, Ohio, Montgomery County.
(City, Village or Township)

THIRD. The purposes for which it is formed are:

To provide a service to the business community of temporary and supplemental office services including but not limited to the following:

1. Word Processing
2. Stenographic & Transcription
3. General Office - filing, telephone answering, etc.
4. Record Keeping
5. Sub-let office space.

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FOURTH. The number of shares which the corporation is authorized to have outstanding is

750

FIFTH. The amount of stated capital with which the corporation shall begin business is

FIVE HUNDRED AND no/100********** Dollars ($ 500.00).

IN WITNESS WHEREOF, We have hereunto subscribed our names, this 27th day

of June, 19 80.

EXECUTIVE SECRETARIAL PLUS, INC.
(Name of Corporation)

Georgene M. Bonsteel
Georgene M. Bonsteel

~~Georgene M. Bonsteel~~

Helen W. Geddes
Helen W. Geddes

Dale A. Bonsteel
Dale A. Bonsteel

W. Hayward Geddes
W. Hayward Geddes

~~Dale A. Bonsteel~~

(INCORPORATORS' NAMES SHOULD BE TYPED OR PRINTED BENEATH SIGNATURES)

N. B. Articles will be returned unless accompanied by form designating statutory agent. See Section 1701.07, Revised Code of Ohio.

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r scr be by: ANTH Y J. C , C.A.
C103 Secretary of State of Ohio

E0773-0144

ORIGINAL APPOINTMENT OF STATUTORY AGENT

The undersigned, being at least a majority of the incorporators of:

Executive Secretarial Plus, Inc.
(NAME OF CORPORATION)

hereby appoint Dale A. Bonsteel
(NAME OF AGENT)

(a natural person resident in this state) ~~(a corporation having a business address in this state)~~ (strike phrase not applicable) upon whom ~~(which)~~ any process, notice or demand required or permitted by statute to be served upon the corporation may be served.

His ~~(Its)~~ complete address is 260 Boyce Road
(STREET OR AVENUE)

Centerville, Montgomery County, Ohio 45459
(CITY OR VILLAGE) (COUNTY) (ZIP)

Georgene M. Bonsteel
Georgene M. Bonsteel

Helen W. Geddes
Helen W. Geddes

W. Hayward Geddes
W. Hayward Geddes

AGENT'S ADDRESS MUST BE ZIP CODED

(Incorporators names should be typed/printed beneath their signatures.)

Centerville, Ohio

June 27 19 80

EXECUTIVE SECRETARIAL PLUS, INC.
(NAME OF CORPORATION)

Gentlemen: I hereby accept appointment as agent of your corporation upon whom process, tax notices or demands may be served.

Dale A. Bonsteel
(SIGNATURE OF AGENT)
Dale A. Bonsteel

BY
(Signature of Officer Signing and Title if Agent is a Corporation)

REMARKS: ALL ARTICLES OF INCORPORATION MUST BE ACCOMPANIED BY AN ORIGINAL APPOINTMENT OF AGENT. THERE IS NO FILING FEE FOR THIS APPOINTMENT.

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C-423

Secretary of State
Anthony J. Celebrezze, Jr.
Corporations Counsel
John J. Biancamano

E0773-0045

July 2, 1980

Executive Secretarial Plus
116A North Main Street
Centerville, Ohio 45459

CORRESPONDENCE

Re: Articles of Incorporation
EXECUTIVE SECRETARIAL PLUS, INC.

Gentlemen:

The enclosed documents are being returned unfiled because:

The original appointment of agent indicates that Georgene M. Bonsteel is an incorporator, but the articles of incorporation do not reflect this. Please correct your document to indicate a consistent amount of incorporators.

If you have any questions concerning this matter, please feel free to contact our office.

RECEIVED
JUL 9 1980
ANTHONY J. CELEBREZZE, JR.
SECRETARY OF STATE

Very truly yours,

Bernice Hause
Bernice Hause

BH/clb

Enclosure - Check #149

SIGNED DOCUMENTS ENCLOSED
6/5/80
/gb

14th Floor State Office Tower Columbus, Ohio 43216 614/466-3910