

2019 - ANNUAL RECORDS SOLICITATION FORM
SHAREHOLDERS, DIRECTORS AND OFFICERS
(Virginia Corporations)

2350355

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.

Key Code K513297508	Notice Date 2019-01-07	Corporation Number F197587	Incorporation Date 09/30/2014
Business Address ****AUTO**ALL FOR AADC 200 9013 020939 VA Metropolitan DC Building Services, Inc. (USED IN VA BY: Metropolitan Building Services, Inc.) 1225 Eye St NW Ph Level Washington, DC 20005-3914 			
			Please Respond By February 1, 2019

Virginia Council for Corporations, a private company, will prepare & provide, for a fee, corporate consent records in lieu of annual meeting minutes in accordance with the following provisions of Virginia law:

VIRGINIA CODE § 13.1-657(A): "Action required or permitted by this chapter to be adopted or taken at a shareholders' meeting may be adopted or taken without a meeting if the action is adopted or taken by all the shareholders entitled to vote on the action, in which case no action by the board of directors shall be required. The adoption or taking of the action shall be evidenced by one or more written consents..."

VIRGINIA CODE § 13.1-685(A): "Except to the extent that the articles of incorporation or bylaws require that action by the board of directors be taken at a meeting, action required or permitted by this chapter to be taken by the board of directors may be taken without a meeting if each director signs a consent..."
Corporate consent records may also be prepared by corporate officers or other agents. VIRGINIA COUNCIL FOR CORPORATIONS IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE OR CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE. THIS DOES NOT FULFILL THE VIRGINIA ANNUAL REPORT FILING REQUIREMENT.

Please complete this Annual Records Solicitation Form. Your information will be kept confidential and will not be disclosed to third parties. Mail the completed form with your payment for **\$150.00 payable to Virginia Council for Corporations** in the enclosed envelope. If you have any questions, please email us at services@councilforcorps.com or call us at (888) 408-0886.

Step 1. SHAREHOLDERS Enter the names of each stockholder.

Name	<i>Teresa Febres</i>
Name	
Name	

Step 2. CORPORATE DIRECTORS Enter the names of all members of the Board of Directors.

Name	<i>Teresa Febres</i>
Name	
Name	

Step 3. CORPORATE OFFICERS Enter the names & titles of all corporate officers.

Name	<i>Teresa Febres</i>	Title	<i>Owner</i>
Name		Title	
Name		Title	

Step 4. CONTACT PERSON Enter the name & email address of the contact person.

Contact Name <i>Ron Twigg</i>	Contact Email <i>ron@p-and-r.com</i>	Contact Phone <i>(202) 289-1300</i>
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Step 5. Check appropriate payment method & fill out subitems.

☐ CHECK ENCLOSED FOR \$150

☒ CREDIT CARD (VISA & MASTERCARD ONLY)

Please make your check payable to:

Virginia Council for Corporations
7330 Staples Mill Road, #402
Richmond, VA 23228-4122
1-888-408-0886

Enter Credit Card Number:

5	4	6	6	1	6	0	3	0	6	7	0	5	1	4	4
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Enter Expiration Date of Credit Card:

0	1	2	3
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Step 6. SIGNATURE I certify that I have read this document, understand its contents, and authorize the charges. The parties further mutually agree to waive claims against the other for any damages, including consequential damages.

Signature <i>Ronald D. Twigg</i>	Date <i>2/1/2019</i>
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Step 7. Return this entire completed form with payment in the enclosed return envelope.