

# THE LAW OFFICES OF DALEY & WEST, PLLC

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## Business Services

### Business/License Filings with the State:

- Assumed Name
- Business Entity Formation (*LLC, LLP, PLLC, Corp., Non-profit Corp., etc.*)
- Change of Registered Agent/Office
- Dealership License
- Dissolution Application
- Sales Tax Permit

### Business Formation:

- Articles of Incorporation  
(*for business use*)
- Articles of Organization  
(*for business use*)
- Corporate/Non-profit Bylaws
- IRS Employee Identification  
Number Filing
- LLC Operating Agreement
- Partnership Agreement (*LP, GP, LLP*)
- S-Corp Filing (*Also recommend speaking with accountant or CPA*)
- Services as Registered  
Agent/Office

### Business Operations:

- Buy/Sell Agreement
- Contract Reviews
- Dissolution Plans
- Licensing Agreements (*EULA, privacy policy, etc.*)
- Mergers/Conversions
- Non-disclosure Agreement
- Joint Development Agreements
- Real Estate Contracts
- Release Forms
- Sales Contracts
- Service Contracts
- Trademark Filing (*State & Federal*)

### Employment Services:

- Employee Handbook/Policies
- Employment Agreement
- Employment Risk Management Presentation
- Independent Contractor Agreement
- IRS Employment Filings (*W-4, 1099, W-2 Payroll Withholding, etc.*)
- Non-Compete Agreement
- Non-Disclosure Agreement
- Non-Solicitation Agreement
- Texas & Federal Labor Law Notices

**\*\* This list is not exhaustive; if you need something not on this list, please ask.**