



Delaware Business Incorporators, Inc.

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Frequently Asked Questions About Ordering

Q: What information do I need to give?

A: You will need to provide:

1. The proposed name for the new company. We suggest you contact an Incorporation Specialist for a [free name availability check](#) before you order.
2. Your billing, shipping and contact information. We cannot ship a kit to a PO Box. You may provide special instructions about billing, shipping or contact instructions in the "Special Instructions" box.
3. Your payment information. We accept Visa, MasterCard, Discover, American Express and PayPal for online orders.
4. You will be asked to indicate whether or not you want the owner's name to appear on the Certificate of Formation. Select "Anonymous" if you do not want the owner's name printed on the Certificate. Contact an Incorporation Specialist if you have any questions.
5. No other information is needed for Delaware New Company Registration orders placed on our website. You will **not** be asked to provide a signature, or ID for Delaware Incorporation or LLC Formation. No documentation is required.
 - a. If you are ordering registration service in a state other than Delaware an Incorporation Specialist will contact you if your signature will be needed.
 - b. If you order mail forwarding service you will be required to provide a notarized USPS Form 1583 together photocopies of two forms of ID; instructions will be provided. This applies **only** to mail forwarding service or packages which include mail forwarding service.

Q: What other payment methods do you accept?

A: We accept the following payment methods (**All payments must be issued in US Currency**):

- Western Union, Check (drawn on a US Bank), Money Order, Bank Wire Transfer.
- We do not accept online orders for these payment methods; you will be required to sign and return an order form by email, fax, courier or mail (see the next section).
- Full payment is required in advance of services rendered. Please allow additional time for processing orders with these payment methods.
- Please contact an Incorporation Specialist for payment instructions.

Q: Am I required to order online?

A: You may order by phone, fax, email, courier or mail.

- We do suggest that you allow additional time for processing these orders.
- A signed order form will be required for all orders placed by these methods, including orders placed by phone. A signed order form is not required for Delaware orders placed on our website.
- Contact an Incorporation Specialist to request an order form sent to you by email, fax or mail.
- An original ink signature is not required on the order form, you may return the signed order form by email, fax, mail or courier.

Q: Can I change my order?

A: Your order will be processed immediately and the information submitted will become **permanent** upon registration. For this reason we strongly urge you to check your order carefully for spelling, punctuation and capitalization as we may be unable to change your order after you place it with us. Contact an Incorporation Specialist **before** you place your order if you have any uncertainty about anything.