

**Commonwealth of Kentucky**  
**Alison Lundergan Grimes, Secretary of State**

LAOO
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**Articles of Organization**  
**Limited Liability Company**

**KLC**

For the purposes of forming a limited liability company in Kentucky pursuant to KRS Chapter 275, the undersigned organizer hereby submits the following Articles of Organization to the Office of the Secretary of State for filing:

**Article I:** The name of the company is

**Your Office Assistant, LLC**

**Article II:** The street address of the company's initial registered office in Kentucky is

**17 Independence Station Rd., Independence, KY 41051**

and the name of the initial registered agent at that address is **Shannon D McCloskey**

**Article III:** The mailing address of the company's initial principal office is

**17 Independence Station Rd., Independence, KY 41051**

**Article IV:** The limited liability company is to be managed by **Managers**

Executed by the Organizer on Thursday, April 16, 2015

Name of Organizer: **Shannon D McCloskey**

Signature of individual signing on behalf of Organizer: **Shannon D McCloskey**

I, **Shannon D McCloskey**, consent to serve as the Registered Agent on behalf of the limited liability company.

Signature of Registered Agent or individual signing on behalf of the company serving as Registered Agent:

**Shannon D McCloskey**