

**EFFORTESS EDGAR AND XBRL  
FILING SERVICES FEE SCHEDULE**



<b>I. Regular Period &amp; Fee Based Services (not covered in Introductory Period):</b>		
EDGAR/HTML Filings	10-Q	\$450 flat fee
	10-K	\$650 flat fee
XBRL Filing <sup>1</sup>	10-Q	\$1000 flat fee
	10-K	\$1500 flat fee
8-K – EDGAR <sup>3</sup>		\$8 per page
Registration Statement – EDGAR <sup>3</sup>		\$8 per page
Other EDGAR Filings <sup>3</sup>		\$8 per page
Forms 3, 4, 5		\$75 per filing
Form 144 Paperwork		\$75 per filing
Code Acquisition for EDGAR/Form ID		\$100 per acquisition
Flat EDGAR/HTML Filing Fee <sup>2</sup>		\$90 per filing
Rush Fee	EDGAR	\$4 per page / \$100 minimum
	XBRL	\$500 per quarterly report

<sup>1</sup> Includes detailed XBRL tagging

<sup>2</sup> Applies to all “per page” filings

<sup>3</sup> Per page fee does not include Flat Filing Fee

\*Prices are quoted for normal turnaround and **do not** reflect rush fees or excessive formatting fees.

Please note that services listed in Section I of the above fee schedule are not exhaustive of Effortless EDGAR & XBRL filing services that Pacific Stock Transfer Co. is able to offer its clients. For more information please contact Allison Owen at (571) 485-9999 or [aowen@pacificstocktransfer.com](mailto:aowen@pacificstocktransfer.com).

**Pacific Stock Transfer Company's  
Effortless EDGAR and XBRL Terms of Service**

Thank you for using our Effortless EDGAR and XBRL Filing Services ("Services"). The Services are provided by Pacific Stock Transfer Company ("PST").

By using our Services you are agreeing to the following terms. Please read them carefully.

**Formatting Guidelines**

All submissions made to PST on behalf of the EDGAR filer should conform to the formatting guidelines set forth by PST in its EDGAR Formatting Guidelines. Failure to adhere to these guidelines may result in additional time required for conversion, revisions to the improperly formatted documents, additional fees, or conversion of the document in an alternative format.

**Expected Conversion Time**

Please note that the conversion times listed below are estimated times that are subject to change based on a number of factors including: the size of the document; the number and complexity of changes; block or detail tagging; and current workload.

HTML Initial Conversions	3-6 Hours
HTML Revisions	2-3 Hours
XBRL Initial Mapping	3 Business Days
XBRL Tagging Revisions	4-6 Hours

Any submission received within 48 business hours of the filing deadline for the submission may be subject to a "rush fee" as described within the PST Fee Schedule. Additionally, submissions requiring multiple rounds of revisions, including but not limited to: improper XBRL mapping, inaccurate or incomplete financial statements, reformatting and re-creation of EDGAR tables, and grammatical editing may be delayed in their filings and subject to additional fees.

**Hours of Submissions**

Submissions for EDGAR Services will be accepted Monday through Friday between the hours of 9 AM and 6 PM EST. Pacific Stock Transfer also offers "extended hours" of EDGAR operation (in addition to the regular 9-6) on a case-by-case basis and by request.

We look forward to working with you and servicing your filing needs! Please feel free to contact us at any time with any additional questions regarding our Effortless EDGAR and XBRL filing services.

Allison Owen ([aowen@pacificstocktransfer.com](mailto:aowen@pacificstocktransfer.com)) at 571-485-9999

## **Pacific Stock Transfer Company's Effortless EDGAR and XBRL Formatting Guidelines**

Please note that when converting your document from Microsoft Word (or other word processing software) to the SEC required EDGAR format, the document may not appear exactly as it did in the source word processor. If incorrect source formatting is used, the document may not convert well and the conversion process may take longer or incur more expenses than original estimates. We have included some guidelines to ensure that your document is efficiently formatted to match both the SEC guidelines as well as your own formatting:

1. Please review your documents to ensure that all data is correct and complete.
2. Use at least 1" margins on both the top and bottom and left and right sides of your pages whenever possible.
3. Avoid using a "return" at the end of lines that do not mark the end of a paragraph.
4. Reformat the document to use tabs only where needed - remove all redundant tabs (multiple tabs where only one is necessary).
5. Never use the space bar to indent or position text. Use the tab key to move to a tab point, and use indentation values (paragraph formatting) for paragraph indents.
6. Text that is to be centered or flush with the right margin must use the corresponding Word formatting to do so. Never do this by spacing or tabbing. This is true within table cells as well as outside tables.
7. Please be consistent when formatting a document with headers and/or footers. Do not mix automatic and manual headers and/or footers.
8. Do not continually change fonts and formatting - please be consistent throughout the document. If you cut and paste from another document re-format the pasted information.

### **Tables**

1. Create tables using Word's table function. **Do not create tables by tabbing or spacing across the page.** Documents that create tables without using a table function **will incur extra charges.**
2. Do not use spaces and tabs to place text within tables.
3. Use tables where necessary. Text that is outside of tables should not be formatted as a single-column table.
4. Whenever possible, avoid importing tables from Excel or any other programs.
  - a. If you'd like to include a table from excel please simply send the excel file and avoid trying to "copy & paste" the table from excel into Microsoft Word.
5. Do not align text outside a table to match up with text inside the table. If text outside the table has to be lined up with text within the table, it is best to incorporate that text inside the table by creating additional rows and using joined (merged) cells if necessary.