

*“We love having the Guide to Corporate Records on hand. It’s practically idiot-proof . . .”*

*Vancouver Lawyer, Marie-Louise Fast*

## **GUIDE to CORPORATE RECORDS**

### **Volumes 1 and 2 and Digital Precedents**

[the Digital Precedents: an extensive library of over 300 in MSWord]

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Written by BC Paralegals Gabrielle M. Komorowska and Julia Kadow

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Published and updated for over fifteen years, **GUIDE to CORPORATE RECORDS** is widely recognized as the authoritative practice manual for legal support staff and anyone who maintains corporate records in British Columbia. It has stood the test of time and is a **must-have** for the paralegal or practitioner working in this complicated and lucrative area of practice.

High calibre and well-organized, the **GUIDE** covers virtually every aspect of corporate records management. It is jam-packed with instruction, precedents, practical pointers and pitfalls to avoid. The many checklists ensure that work flows efficiently and thoroughly. Procedure is detailed in a logical, step-by-step manner with clear, precise wording.

Comprised of 21 chapters, this impressive two-volume **GUIDE** is all that any BC law office needs to run an efficient corporate records department.

### **Practical      Comprehensive      Hands-on**

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The **GUIDE's** digital precedents are meticulously prepared with ***proper formatting*** for ***speedy document preparation*** (e.g. styles, detailed descriptive stop codes, automatic bullet and paragraph numbering, etc.). There are more than **300** precedents (documents, forms, checklists *and* letters) updated to keep pace with ever-changing procedure.

The **GUIDE's** precedents are the best and will save so much time. Many have commented that the **Digital Precedents** alone are worth the cost of the entire **GUIDE**.

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# GUIDE to CORPORATE RECORDS

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*"This Guide is my life-saver."*

*Jenny Krane, Corporate Assistant*

*"As a sole practitioner, the Guide's precedent letters really help make me look good ... the Guide was well worth the cost"*

*a Kelowna lawyer*

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Unlike a one-off course manual, the **GUIDE** is regularly updated to keep pace with ever-changing procedure. An update package consists of new replacement pages, a cover letter *explaining* the changes and any updated digital **Precedents**. An update subscription (about \$250/yr) covers both volumes and allows you to keep your **GUIDE** reliable.



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