

“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 Precedents CD

[extensive library of over 300 Precedents (in MSWord)]

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Written by BC Paralegals Gabrielle M. Komorowska and Diana Haynes (each with over 25 years experience)

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Published and updated for over twelve 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.

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The **GUIDE** is designed for use by staff at all levels of experience. It will reduce the time needed for new staff to become proficient and confident. Experienced staff will find it to be a trusted resource -- the place they look for answers.

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GUIDE to CORPORATE RECORDS

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a Kelowna lawyer

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