

Custom Precedent-Based Preparation

CorpoDesk — Service Overview

corpodesk.ca | hello@corpodesk.ca

I'm available for document preparation work outside the two core services — using your firm's own precedents and instructions. This covers work such as minute book build-outs for existing corporations, corporate reorganization documents, and other precedent-based preparation. I populate your templates and instructions; I do not draft from scratch or make legal determinations.

EXAMPLES OF CUSTOM WORK

- Minute book build-outs for existing corporations with incomplete or missing records
- Organizational resolutions, by-laws, and registers prepared from scratch using your templates
- Corporate reorganization document preparation
- Rectifying resolutions — prepared to your exact wording and instruction
- Other one-off precedent-based preparation, as instructed

HOW IT WORKS

1. Send your instructions and templates

Describe the scope of work and provide your firm's precedents for any documents to be populated.

2. I confirm scope, quote, and invoice

Because every custom file is different, I review what's needed and provide a flat quote. Payment is due before work begins.

3. I prepare and deliver

Once payment is received, I prepare the documents and return a complete Word package for your review.

WHAT'S NOT INCLUDED

- ✗ Legal advice or legal determinations of any kind
- ✗ Drafting wording for rectifying resolutions without your explicit instruction
- ✗ Templates — your firm must supply precedents for any document requiring one
- ✗ Direct contact with your client

Custom Quote

based on scope of work

Every custom file is quoted individually before work begins — you'll know the price before you commit · No HST applies

Questions? Email hello@corpodesk.ca — happy to help before you send anything.