§ 05

Documents for the meeting

- ☑ Agreements, contracts and work orders
- ☑ Invoices, receipts and proof of payment
- ☑ Correspondence: letters, emails and messages
- ☑ Cheques or promissory notes, if any
- ☑ Pleadings, decisions or warning notices received
- ☑ Identity card

Missing documents can be provided later.

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A general list to prepare for a meeting. Missing documents can be provided later. This information is not legal advice.