

Corporate Minute Books Template

The corporate minute books template is provided in Excel, and can be edited according to your needs.

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Disorganized corporate information, stored in multiple locations, is not only inefficient, but can also compromise the security of sensitive documents. Corporate minute books stored in a virtual data room help keep important documents (historical records, financial statements, minutes & resolutions and legal documents) organized and accessible to those employees who need them. Our corporate minute books template provides a checklist of all the documents you might need to store. It can also be directly imported into a Firmex data room, providing an populated folder structure ready for you to start importing corporate documents.

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