

PREPARED FOR	FROM
Example Township (fictional)	Maple Privacy Desk , a service of 1414618 B.C. Ltd.
Attention: Clerk	British Columbia, Canada
	{{postal_address}}
	hello@mapleprivacydesk.ca · Business Number 716678545

What we prepare

WORK	FIXED PRICE
Bill 97 Readiness Pack	CA\$7,500
• Privacy impact assessment policy and template, covering all ten elements the Act requires • Your first completed assessment, for one real collection you choose • Breach response protocol: who does what in the first hours and days • Real risk of significant harm decision guide, with a decision record • Notice templates for your report to the IPC and the notice to affected people • Breach log, set up for your annual statistics • Safeguards policy and register, and a personal information inventory • One-page council briefing and a short staff briefing • Editable documents you keep and own	
Total, Canadian dollars, plus applicable tax	CA\$7,500

Not included

- Legal opinions, including whether a statute authorizes a collection
- Signing, approving or filing anything for you
- Contacting the IPC for you
- Technical testing of your systems; the register records the safeguards you have

Who does what

- We prepare every document from your forms, notices, policies and questionnaire answers.
- A certified privacy professional reviews the pack before it reaches you.
- Your head, or the head's delegate, reviews, changes what they want and signs.
- Your solicitor or clerk confirms the legal authority you cite for each collection.

Timing and payment

Delivery	Monday, December 21, 2026, provided your questionnaire answers reach us within 5 business days of accepting. A quote accepted by Monday, November 30, 2026 keeps this date.
Payment	Invoice after delivery, net 30. Nothing to pay before you have the work.
How to pay	EFT or cheque, in Canadian dollars. Payment details are on the invoice.
Vendor forms	Send us your vendor or supplier forms and we complete them.

To accept: reply "yes" to the email this quote came with, or send a purchase order that quotes MPD-Q-2026-0001. This quote is valid until November 13, 2026.
Questions: hello@mapleprivacydesk.ca

Terms in short: we prepare the documents; your organization reviews, signs and files them. We give no legal or accounting advice and we never contact a regulator for you. If a regulator returns a filing we prepared for a reason inside this scope, we fix it free. Either side may end the work before it starts, with a full refund of anything paid. Our liability is capped at the fees paid, and British Columbia law governs. The full terms are in our service agreement, sent with this quote.

Maple Privacy Desk is a service of 1414618 B.C. Ltd., British Columbia, Canada. {{postal_address}}. A private company, not part of or endorsed by any government agency.