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# OFFICE ADMINISTRATION MANUAL

# **Sample Office Administration Manual**

**United States. Defense Logistics  
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**Equipment Management Manual** United States. National Aeronautics and Space Administration, 1980 **The Office Management Manual** Anne Morton, 1990 Written for both the experienced and the novice in the office world this primer covers office design how to ask for a raise proper grammar and how to better manage communicate with and handle people

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and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs

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