

Module 4

Job 2 Report Sheet

Directions

Make any corrections from Job 1 BEFORE you begin Job 2.

List the numbers of the cards as they are filed in order behind each guide. You will list the cards from both jobs 1 and 2. Start the listing of numbers at the bottom of each column so that the numbers will appear in the same order from front to back as do the cards that are filed in the box. List cross-reference cards with an X.

			27 System One		
		8 RV Park and Store	5x Stop on a Dime Assets		
	31x Andrews Inc	6 RustinUnder wood Amanda	24 StJohns Community Club		
	1 Anderson Richard	14 RussellAnder son Nancy	18 StashtheCas h Savings Co		
	14x Anderson Nancy Russell	10 Russell David A	34 Star Neighborhood Assn		
	4x Anderson Jennifer Taylor	9 Rostamian Ahmad	35 StAndrews Parrish	25 Tibbetts Tyson MD	
	7 Andersen J R	19 RC Day Care	22x Southwest Music School	26x Tibbetts and Randall Tax Accounting	13x Unrah and Taylor Brokerage
	30 American Business Institute The	16 Randys Restaurant	22 South West Music School	12 Thats My Baby Photography	6x Underwood Amanda Rustin
	2 All About You	26 Randall and Tibbetts Tax Accounting	33 South Chicago Savings and Loan	4 TaylorAnders on Jennifer	23x Uffelman Melvin Mrs
36 2001 Networks Inc	9x Ahmad Rostamian	20x Randall and Taylor Brokers	11 Solanki Raj	15 Taylor Timothy	23 Uffelman Gladys Mrs

Records Management Simulation Manual Answers Job 4

Shasha Hu



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