

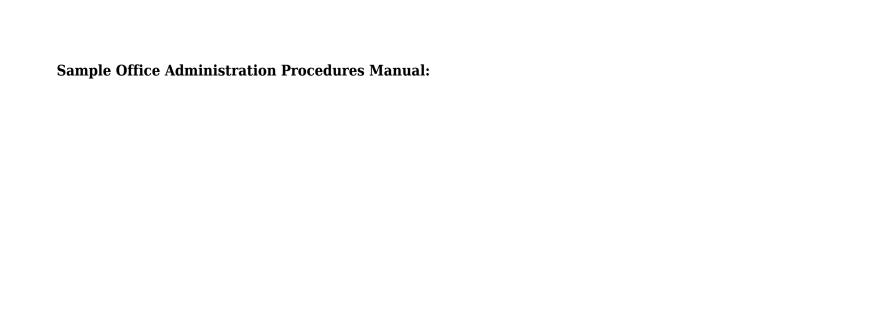
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# Office Administration Policy & Procedure Manual

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