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# OFFICE ADMINISTRATION MANUAL

# **Desk Manual For Adminstrative Assistant**

**Robert H. Welch, Jody Dean**



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**Administrative Procedures for the Canadian Office** Lauralee G. (Lauralee Gail) Kilgour, Lucy Mae Jennings, 1994

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*Code of Instructions for the Conduct of Office Business and for the Regulation of Accounts in the Forest Department, with Forms and Appendices, Also the Indian Forest Act, 1878, and the Burma Forest Act, 1902* India. Forest Department, 1906

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