

Legal Secretary Handbook

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the secretary's handbook has been the definitive sourcebook for secretaries and office assistants since its first publication in 1929 fully revised and expanded the tenth edition is updated for today's office with word processors computers and automatic bookkeeping

originally published by doubleday doran company inc new york 1940

includes index rev ed of complete secretary s handbook lillian dorris 6th ed c1988

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little blue engine rescues his best friend the toy clown from a runaway engine

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