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The task: Take inventory of the office snack station

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----- Creating a Standard Operating Procedures Manual 6 In Appendix A (see page 12) you ' ll find a Sample Table of Contents with some suggested topics to include in an administrative assistant ' s procedures manual. But, basically, you should

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Date of most recent revision: July 3, 2007

Affected Audience: Counselors,

Administration Policy The business office of New Creation Counseling Center will process the billing for reports that the ... the sample size, the frequency and the technique.

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A procedure is not a good procedure if it cannot be checked. Have the necessary materials and details provided so the reader can make sure they've obtained the desired results. This may or may not

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