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INTRODUCTION The purpose of this manual is to provide employees Law Office of Shawn C. Newman, P.A. of with the policies and procedures adopted by this Firm. It should be consulted when any questions arise as to the responsibilities of the firm to its employees and the employee's responsibilities to the Firm and its clients.

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Office Procedures Manual Examples. Your office procedures manual will likely be made of a series of tasks, some related and others completely separate. Obviously, group related tasks together.

Include lines or flow charts to indicate connection between the tasks. Example 1: The task: Take inventory of the office snack station; Required time: About 15 minutes ; Departments involved: N/A ...

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