

## Sample Law Firm Office Manual

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## Office Procedures Manual | Infolegal

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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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of the firm to its employees and the employee's F responsibilities to the Firm and its clients.

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## Outline of a Law Office Manual

### OFFICE PROCEDURES MANUAL SAMPLE TICKLER CARD

Notes: You can use this as a tickler card or customize your own. Have the card printed by your neighborhood printer for a relatively modest cost. Ask for carbonless, self-imaging cards that are in triplicate and can tear apart. The bottom sheet must be red, the middle sheet yellow, and the top sheet ...

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