



The AMA Handbook of Business Documents: Guidelines and Sample Documents That Make Business Writing Easy

By Kevin Wilson, Jennifer Wauson



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The AMA Handbook of Business Documents takes the guesswork out of preparing firstclass written pieces of every type. Packed with dozens of sample documents and practical tips, this handy guide is everything you need to create:

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Suited equally to executives, entrepreneurs, managers, and administrative staff-- anyone charged with putting a business's intentions into words--*The AMA Handbook of Business Documents* is a versatile, powerful, and indispensable toolbox.



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