

**NEW SECRETARY'S MANUAL; A
COMPENDIUM OF FORMS,
INSTRUCTION, AND LEGAL
INFORMATION FOR SECRETARIES
OF CORPORATIONS AND OTHERS**

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New secretary's manual; a compendium of forms, instruction, and legal information for secretaries of corporations and others by W. A. Carney

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W. A. CARNEY

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OF CORPORATIONS AND OTHERS**

E. C. Farnsworth

NEW SECRETARY'S MANUAL

A Compendium of Forms, Instruction
and Legal Information for
Secretaries of Corpora-
tions and Others

BY W. A. CARNEY



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Santa Paula, California
1899

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TO
HON. THOMAS R. BARD,
OF HUENEME, VENTURA COUNTY, CALIFORNIA,
WHOSE ABILITY
AS AN ORGANIZER AND DIRECTOR OF CORPORATIONS,
AND WHOSE SKILL AS A PRESIDING OFFICER,
ARE SECONDARY ONLY TO HIS IN-
TEGRITY AND WORTH AS A
CITIZEN AND MAN,
THIS WORK IS RESPECTFULLY INSCRIBED
BY THE AUTHOR.



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PREFACE.

THE Secretary's Manual, which has been before the public for the past seven years, and has met with a cordial reception, is now revised, rearranged in part, and, with additional new matter, is submitted under the title of "New Secretary's Manual," to that intelligent class for whom the book is particularly designed, with the expectation that it will more nearly than heretofore meet their wants and merit their approbation.

THE AUTHOR.

*Santa Paula, Cal.,
December 1, 1899.*



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