

**NEW SECRETARY'S MANUAL: A
COMPENDIUM OF FORMS,
INSTRUCTION AND LEGAL
INFORMATION, FOR SECRETARIES OF
CORPORATIONS AND OTHERS, WITH AN
APPENDIX**

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

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W. A. CARNEY

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NEW SECRETARY'S MANUAL

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

With an Appendix

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By **W. A. CARNEY**

Author of

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AT A PROFIT."

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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 TO 1905 EDITION.

NEW SECRETARY'S MANUAL.

NEW SECRETARY'S MANUAL, and its predecessor, "The Secretary's Manual," have been before the public for the past twelve years, and have met with a cordial reception. The present edition contains some corrections, and additional new matter relating to incorporating under the laws of Arizona and Nevada, and is submitted to that intelligent class of persons 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.

*Los Angeles, Cal.,
August, 1905.*

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