

Document Controller Cover Letter Sample

This book presents nine chapters covering essential topics in document control. It provides important insights into document control principles, processes and practices. It addresses strategic issues as well as daily governance challenges in document control, and provides practical advice on a number of topics including project document control.

Charles-Louis de Secondat, Baron de La Brede et de Montesquieu generally referred to as simply Montesquieu, was a French lawyer, man of letters, and political philosopher who lived during the Age of Enlightenment. He is famous for his articulation of the theory of separation of powers, which is implemented in many constitutions throughout the world. He did more than any other author to secure the place of the word despotism in the political lexicon. Montesquieu is credited as being among the progenitors, which include Herodotus and Tacitus, of anthropology, as being among the first to extend comparative methods of classification to the political forms in human societies. Indeed, the French political anthropologist Georges Balandier considered Montesquieu to be "the initiator of a scientific enterprise that for a time performed the role of cultural and social anthropology." According to social anthropologist D. F. Pocock, Montesquieu's *The Spirit of the Laws* was "the first consistent attempt to survey the varieties of human society, to classify and compare them and, within society, to study the inter-functioning of institutions." Montesquieu's political anthropology gave rise to his theories on

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government. When Catherine the Great wrote her Nakaz (Instruction) for the Legislative Assembly she had created to clarify the existing Russian law code, she avowed borrowing heavily from Montesquieu's Spirit of the Laws, although she discarded or altered portions that did not support Russia's absolutist bureaucratic monarchy."

You can build everything from simple animations to full-fledged iPhone, iPad, and Android apps with Flash CS6, but learning this complex program can be difficult—unless you have this fully updated, bestselling guide. Learn how to create gorgeous Flash effects even if you have no programming experience. With Flash CS6: The Missing Manual, you'll move from the basics to power-user tools with ease. The important stuff you need to know: Learn animation basics. Turn simple ideas into stunning animations—in the very first chapter. Master Flash's tools. Learn the animation and effects tools with clear explanations and hands-on examples. Use 3D effects. Rotate objects and make them move in three dimensions. Create lifelike motion. Use the IK Bones tool to simulate realistic body movements and other linked motions. Build apps that work anywhere. Create apps just for iOS or Android devices—or one app that works on mobile devices and desktops. Add multimedia. Incorporate your own audio and video files into Flash. Create rich interactive animations. Dive into advanced interactivity with easy-to-learn ActionScript examples.

What does it take to create the career you want? It's no secret that the world of work has changed, and we're shifting toward an ever more entrepreneurial, self-reliant, work-

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from-wherever-you-are economy. That can be a liberating force, and many professionals dream of becoming independent, whether by starting their own businesses, becoming consultants or freelancers, or developing a sideline. But there's a major obstacle professionals face when they contemplate taking the leap: how to actually make money doing what they love. You may have incredible talent and novel ideas, but figuring out how to get started, building your reputation in a new realm, developing multiple revenue streams, and bringing in a steady flow of new clients can be a daunting prospect. Dorie Clark, a successful entrepreneur and author, has done it all. And in *Entrepreneurial You* she provides a blueprint for professional independence, with insights and advice on building your brand, monetizing your expertise, and extending your reach and impact online. In short, engaging chapters she outlines the necessary elements and concrete tactics for entrepreneurial success. She shares the stories of entrepreneurs of all kinds--from consultants and coaches to podcasters, bloggers, and online marketers--who have generated six- and seven-figure incomes. This book will be your hands-on guide to building a portfolio of revenue streams, both traditional and online, so that you can liberate yourself financially and shape your own career destiny.

Write personal and professional communications with clarity, confidence, and style. *How to Write It* is the essential resource for eloquent personal and professional self-expression. Award-winning journalist Sandra E. Lamb transforms even reluctant

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scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication. Completely updated and expanded, the new third edition offers hundreds of handy word, phrase, and sentence lists, precisely crafted sample paragraphs, and professionally designed document layouts. How to Write It is a must-own for students, teachers, authors, journalists, bloggers, managers, and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference.

More than 100,000 copies sold! Every harried interviewer knows the result of throwing out vague questions to potential employees: vague answers and potentially disastrous hiring decisions. Presented in a handy question-and-answer format, *96 Great Interview Questions to Ask Before You Hire* provides readers with the tools they need to elicit honest and complete information from job candidates, plus helpful hints on interpreting the responses. The book gives interviewers everything they need to: identify high-performance job candidates • probe beyond superficial answers • spot “red flags” indicating evasions or untruths • get references to provide real information • negotiate job offers to attract winners. Included in this revised and updated edition are new material on background checks, specific challenges posed by the up-and-coming millennial generation, and ideas for reinventing the employment application to gather more in-depth information than ever before. Packed with insightful questions, this book serves as a ready reference for both managers and human resources professionals

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alike.

Handwriting Printing Practice from A to Z! Great for Preschoolers, Kindergartner's and First Grade Students! This book features practice pages for the entire alphabet. The first section focuses on upper case letters and the second section has pages to practice lowercase letters. Basic number pages are also featured near the end of the book. In addition, we included fun tracing and coloring activities near the end of the book. Additional tracing can also help with handwriting and these activities are quite different than practicing letters. This extra section serves as a fun reward for working hard on letter formations in the beginning of the book. We also recommend buying a BLANK sketchbook for kids and other drawing books because additional practice drawing, freewriting and coloring can also help kids develop their handwriting skills and artistic abilities. Please click on the "Look Inside" feature to make sure this book is right for your child. :) ***We also make this book with several different cover styles. Check out our other books to find a cover that meets your personal style preferences. Some books have a blue color scheme or pink theme, and some of them are gender neutral. Have a great day!

A well-designed cover letter can prove to be a more powerful selling tool than a CV, showcasing your thinking abilities, writing skills and personality traits in ways that an employer cannot detect from the more rigid CV

The world's most trusted guide for leaders in transition Transitions are a critical time for

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leaders. In fact, most agree that moving into a new role is the biggest challenge a manager will face. While transitions offer a chance to start fresh and make needed changes in an organization, they also place leaders in a position of acute vulnerability. Missteps made during the crucial first three months in a new role can jeopardize or even derail your success. In this updated and expanded version of the international bestseller *The First 90 Days*, Michael D. Watkins offers proven strategies for conquering the challenges of transitions—no matter where you are in your career. Watkins, a noted expert on leadership transitions and adviser to senior leaders in all types of organizations, also addresses today's increasingly demanding professional landscape, where managers face not only more frequent transitions but also steeper expectations once they step into their new jobs. By walking you through every aspect of the transition scenario, Watkins identifies the most common pitfalls new leaders encounter and provides the tools and strategies you need to avoid them. You'll learn how to secure critical early wins, an important first step in establishing yourself in your new role. Each chapter also includes checklists, practical tools, and self-assessments to help you assimilate key lessons and apply them to your own situation. Whether you're starting a new job, being promoted from within, embarking on an overseas assignment, or being tapped as CEO, how you manage your transition will determine whether you succeed or fail. Use this book as your trusted guide.

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A fragment of a sentence connects people and worlds in this anthology where all tales begin with, "The letter was unreadable, save for the last few words." Explore winding paths through snowy streets in a corrupt, fallen kingdom and everyday lives turned upside down by unexpected news. Soar in sleek airships above mystical rebellions in the Australian Outback and dive into the dangers of a tropical island on Earths which never were. Find out a loving mother's final words, what the IRS wants with an unorganized coffee shop owner, and what a love letter from a vampire is like. Fourteen fascinating stories await within this collection.

This book is great for anyone who is learning how to write uppercase letters of the alphabet. To the right of each letter, there is a designated practice page. Each practice page has lines for the letters to be written on. * Uppercase letters * * 8 x 10 book size * Provides tips and techniques for preparing resumes for executive positions, along with sample resumes and listings of employers and recruiters

Provides examples and advice on writing announcements, condolences, invitations, cover letters, resumes, recommendations, memos, proposals, reports, collection letters, direct-mail, press releases, and e-mail.

Ten Strategies of a World-Class Cyber Security Operations Center conveys MITRE's accumulated expertise on enterprise-grade computer network defense. It covers ten key qualities of leading Cyber Security Operations Centers (CSOCs), ranging from their structure and organization, to processes that best enable smooth operations, to

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approaches that extract maximum value from key CSOC technology investments. This book offers perspective and context for key decision points in structuring a CSOC, such as what capabilities to offer, how to architect large-scale data collection and analysis, and how to prepare the CSOC team for agile, threat-based response. If you manage, work in, or are standing up a CSOC, this book is for you. It is also available on MITRE's website, www.mitre.org.

Popular Mechanics inspires, instructs and influences readers to help them master the modern world. Whether it's practical DIY home-improvement tips, gadgets and digital technology, information on the newest cars or the latest breakthroughs in science -- PM is the ultimate guide to our high-tech lifestyle.

From the very moment the man had seen the old fella - serving behind the counter, that bright afternoon - he had returned to that time, some 30 years ago. Something had taken over him; propelling him forward, carrying him through, and he had not come back to his full self until the deed had been completed. A deed that would open deep, septic wounds, that had been inflicted so many decades ago. Francesca Dreighton is bright, pretty, and (aside from her boyfriend: Ford) only too content to keep to her own company. But when a letter, containing private documents and photographs, is slid under the door of her room at Rose-Mount Halls of Residence, the two university students begin on a path that will lead them into a murky, dangerous underworld. Conspiracy and cover-ups are only part of the horrifying events that will come to light,

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and if she is to survive, Francesca will have to confront the monsters who are, not only coming out of the shadows to hunt her down, but who dwell within the very civility of our everyday lives. True evil is real, and it exists, not only within men, but within society itself.

The Microsoft Technology Associate certification (MTA) curriculum helps instructors teach and validate fundamental technology concepts with a foundation for students' careers as well as the confidence they need to succeed in advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. This MTA text covers the following HTML5 Application vital fundamental skills: • Manage the Application Life Cycle • Build the User Interface by Using HTML5 • Format the User Interface by Using CSS • Code by Using JavaScript [Click here to learn more about the Microsoft Technology Associate \(MTA\)](#), a new and innovative certification track designed to provide a pathway for future success in technology courses and careers.

Cover Letter MagicTrade Secrets of Professional Resumé WritersJist Works

In my book, *From Resume to Work*, I share with you the 10 challenges to watch out for on your resume and how employers are now looking at each challenge as a potential landmine in your business character. These landmines give them another reason to pass on your resume. I then share a pet peeve of the most anal of employers called the dangling resume. *From Resume to Work* contains a wealth of input from my

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experiences going through over 7,000 resumes and hiring over 500 people. I also share insights from employment specialists in many different areas who want you to get it right and understand how best to connect with the employer. From Resume to Work shares five reasons why your resume gets rejected by the employer. Then it covers four areas that will help you answer the primary question on the employer's mind: "What are you doing now?" From there this book will walk you through the three steps of the #1 key to connecting with the employer. From Resume to Work offers resources and gives you check lists to help you use this book with great success. Resources include: - Help with building your resume and cover letter - A list of Temporary Agencies - Where to find Contract Work and Short-Term Employment - 100 Top Companies offering Work-at-home Jobs - 50 Companies where you can get an online job - Where to obtain Online Education and Training - Starting Your Own Business Self-Assessment Sites - Volunteer Opportunities that could lead to a regular job - Internships and externship opportunities - Startup companies where you can find a job The book ends with a "Next Step" chapter that has a link to a MUST SEE video for those who use my book to get the interview, but desperately need some interviewing help. In addition to this, I also share with you how you can get your own free 27-page step-by-step illustrated download I developed called "5 Fixes to the Dangling Resume" on how to fix one of the growing pet peeves of employers today. I include my contact information should you have any questions that you would like to ask. Thank you and have a great day. C.

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Edwin Gill

Perry Pig had a problem. Peppy Puppy and Peggy Porcupine picked on Perry, called him "Pudgy Porky" and posted his picture in the paper without his permission. With Paula Panda's prodding Perry plots a plan, and Peppy and Peggy apologize.

Landscaping continues to be an in-demand business field for motivated entrepreneurs. This seventh edition includes updated information on business plans, managing both employees and paperwork, taxes, and in-depth discussions on the role social media can play in your successful landscaping business.

This handbook consists of six core chapters: (1) systems engineering fundamentals discussion, (2) the NASA program/project life cycles, (3) systems engineering processes to get from a concept to a design, (4) systems engineering processes to get from a design to a final product, (5) crosscutting management processes in systems engineering, and (6) special topics relative to systems engineering. These core chapters are supplemented by appendices that provide outlines, examples, and further information to illustrate topics in the core chapters. The handbook makes extensive use of boxes and figures to define, refine, illustrate, and extend concepts in the core chapters without diverting the reader from the main information. The handbook provides top-level guidelines for good systems engineering practices; it is not intended in any way to be a directive. NASA/SP-2007-6105 Rev1 supersedes SP-6105, dated June 1995

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Most of us are advised to go to school, get a good education, so that we can get a good job. This false risk free or safe mentality is responsible for mediocrity. Why can't we get a good education so that we can achieve wealth through ownership? If you're frustrated when you wake up in the morning because you're going to a job you hate, this book is for you. If you're feeling bored at your job because your potentials, gifts and talents are not being unleashed, this book is for you. If you want financial freedom and independence, this book is definitely a must read.

Professional resume and cover letter writers reveal their inside secrets for creating phenomenal cover letters that get attention and land interviews. Features more than 150 sample cover letters written for all types of job seekers, including the Before-and-After transformations that can make boring letters fabulous.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Used by sites as varied as Twitter, GitHub, Disney, and Airbnb, Ruby on Rails is one of the most popular frameworks for developing web applications, but it can be challenging to learn and use. Whether you're new to web development or new only to Rails, Ruby on Rails™ Tutorial, Fourth Edition, is the solution. Best-selling author and leading Rails developer Michael Hartl teaches Rails by guiding you through the development of three example applications of increasing sophistication. The tutorial's examples focus on the general principles of web development needed for virtually any kind of website. The

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updates to this edition include full compatibility with Rails 5, a division of the largest chapters into more manageable units, and a huge number of new exercises interspersed in each chapter for maximum reinforcement of the material. This indispensable guide provides integrated tutorials not only for Rails, but also for the essential Ruby, HTML, CSS, and SQL skills you need when developing web applications. Hartl explains how each new technique solves a real-world problem, and then he demonstrates it with bite-sized code that's simple enough to understand, yet novel enough to be useful. Whatever your previous web development experience, this book will guide you to true Rails mastery. This book will help you Install and set up your Rails development environment, including pre-installed integrated development environment (IDE) in the cloud Go beyond generated code to truly understand how to build Rails applications from scratch Learn testing and test-driven development (TDD) Effectively use the Model-View-Controller (MVC) pattern Structure applications using the REST architecture Build static pages and transform them into dynamic ones Master the Ruby programming skills all Rails developers need Create high-quality site layouts and data models Implement registration and authentication systems, including validation and secure passwords Update, display, and delete users Upload images in production using a cloud storage service Implement account activation and password reset, including sending email with Rails Add social features and microblogging, including an introduction to Ajax Record version changes with Git and create a secure

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remote repository at Bitbucket Deploy your applications early and often with Heroku

This book contains driver's manual for the State of New Hampshire

#1 NEW YORK TIMES BESTSELLER • NATIONAL BOOK AWARD WINNER •

NAMED ONE OF TIME'S TEN BEST NONFICTION BOOKS OF THE DECADE •

PULITZER PRIZE FINALIST • NATIONAL BOOK CRITICS CIRCLE AWARD

FINALIST • ONE OF OPRAH'S "BOOKS THAT HELP ME THROUGH" • NOW AN

HBO ORIGINAL SPECIAL EVENT Hailed by Toni Morrison as "required reading," a

bold and personal literary exploration of America's racial history by "the most important

essayist in a generation and a writer who changed the national political conversation

about race" (Rolling Stone) NAMED ONE OF THE MOST INFLUENTIAL BOOKS OF

THE DECADE BY CNN • NAMED ONE OF PASTE'S BEST MEMOIRS OF THE

DECADE • NAMED ONE OF THE TEN BEST BOOKS OF THE YEAR BY The New

York Times Book Review • O: The Oprah Magazine • The Washington Post • People •

Entertainment Weekly • Vogue • Los Angeles Times • San Francisco Chronicle •

Chicago Tribune • New York • Newsday • Library Journal • Publishers Weekly In a

profound work that pivots from the biggest questions about American history and ideals

to the most intimate concerns of a father for his son, Ta-Nehisi Coates offers a powerful

new framework for understanding our nation's history and current crisis. Americans

have built an empire on the idea of "race," a falsehood that damages us all but falls

most heavily on the bodies of black women and men—bodies exploited through slavery

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and segregation, and, today, threatened, locked up, and murdered out of all proportion. What is it like to inhabit a black body and find a way to live within it? And how can we all honestly reckon with this fraught history and free ourselves from its burden? *Between the World and Me* is Ta-Nehisi Coates's attempt to answer these questions in a letter to his adolescent son. Coates shares with his son—and readers—the story of his awakening to the truth about his place in the world through a series of revelatory experiences, from Howard University to Civil War battlefields, from the South Side of Chicago to Paris, from his childhood home to the living rooms of mothers whose children's lives were taken as American plunder. Beautifully woven from personal narrative, reimagined history, and fresh, emotionally charged reportage, *Between the World and Me* clearly illuminates the past, bravely confronts our present, and offers a transcendent vision for a way forward.

Aims to help develop the specialist English language knowledge and communication skills for job-seeking, including job interviews, and successful techniques for dealing with difficult questions. Practice exercises, audioscripts, answer key, and common interview questions are provided. For self-study and developing listening, speaking, reading, writing and vocabulary skills.

JavaScript lets you supercharge your HTML with animation, interactivity, and visual effects—but many web designers find the language hard to learn. This easy-to-read guide not only covers JavaScript basics, but also shows you how to save time and

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effort with the jQuery and jQuery UI libraries of prewritten JavaScript code. You'll build web pages that feel and act like desktop programs—with little or no programming. The important stuff you need to know: Pull back the curtain on JavaScript. Learn how to build a basic program with this language. Get up to speed on jQuery. Quickly assemble JavaScript programs that work well on multiple web browsers. Transform your user interface. Learn jQuery UI, the JavaScript library for interface features like design themes and controls. Make your pages interactive. Create JavaScript events that react to visitor actions. Use animations and effects. Build drop-down navigation menus, pop-ups, automated slideshows, and more. Collect data with web forms. Create easy-to-use forms that ensure more accurate visitor responses. Practice with living examples. Get step-by-step tutorials for web projects you can build yourself.

This User's Guide is intended to support the design, implementation, analysis, interpretation, and quality evaluation of registries created to increase understanding of patient outcomes. For the purposes of this guide, a patient registry is an organized system that uses observational study methods to collect uniform data (clinical and other) to evaluate specified outcomes for a population defined by a particular disease, condition, or exposure, and that serves one or more predetermined scientific, clinical, or policy purposes. A registry database is a file (or files) derived from the registry. Although registries can serve many purposes, this guide focuses on registries created for one or more of the following purposes: to describe the natural history of disease, to

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determine clinical effectiveness or cost-effectiveness of health care products and services, to measure or monitor safety and harm, and/or to measure quality of care. Registries are classified according to how their populations are defined. For example, product registries include patients who have been exposed to biopharmaceutical products or medical devices. Health services registries consist of patients who have had a common procedure, clinical encounter, or hospitalization. Disease or condition registries are defined by patients having the same diagnosis, such as cystic fibrosis or heart failure. The User's Guide was created by researchers affiliated with AHRQ's Effective Health Care Program, particularly those who participated in AHRQ's DEcIDE (Developing Evidence to Inform Decisions About Effectiveness) program. Chapters were subject to multiple internal and external independent reviews.

Teaches the practical techniques of mutual fund investing, discussing a wide variety of topics including investment options, performance and risk, discount brokers, retirement planning, and tax forms.

"Originally published in hardcover in the United States by Crown Business, New York, in 2017"--Title page verso.

Destined to become the bible for managers who want to make sure their resumes and cover letters open the maximum number of doors while helping them maximize in the salary negotiation process. From office manager to CEO, managers trying to relocate to or from these and other industries and fields will find helpful examples: Banking, Agriculture, School Systems, Human Resources, Restaurants, manufacturing, Hospitality Industry, Automotive,

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Retail, Telecommunications, Police Force, Dentistry, Social Work, Academic Affairs, Non-Profit Organizations, Childcare, Sales, Sports, Municipalities, Rest Homes, Medicine and Healthcare, Business Operations, Landscaping, Customer Service, MIS, Quality Control, Teaching, the Arts, and Self-Employed.

Part of the “Longman Topics&148 reader series, *Translating Tradition* examines how we engage in traditions as family and community members to connect with past, negotiate the present, and envision the future. This brief collection of readings focuses on the value of folklore's role in shaping our lives. Thought-provoking selections ask students to think about important issues: family heirlooms and family legacies; preserving family and community history through story; cross cultural traditions. Divided into seven chapters, each features six essays of varying lengths. Brief apparatus helps students write more thoughtfully in response to the selections and think more critically about the role of tradition in society. “>Longman Topics” are brief, attractive readers on a single complex, but compelling topic. Featuring about 30 full-length selections, these volumes are generally half the size and half the cost of standard composition readers. Beardslee *Translating_Tradition* SMP Page 1 of 1

AVAILABLE NOW IN MULTIPLE SIZES - REGULAR, MID SIZE, & SLIM SIZE - SEE BELOW!
WE ARE ALWAYS EXPANDING OUR EXTENSIVE LINE OF TRADITIONAL AND CUSTOMIZED MEDICAL RECORD BOOKS! We have several book formats to meet all your Drug / Narcotic / Controlled Substance record keeping needs. If we don't have what you need, we can make it for you! All of our softbound record books can be fitted for use with a hard cover binder for more durability. Visit our website (look inside the book) for more information. This Controlled Substance Record Book (Original) is an 8.5 x 11 inch softbound book that is

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divided into convenient, easily accessible sections: * Index Pages - 3 ea. * Shift Count Pages - 45 ea. * Drug / Medication Administration Record Pages - 150 ea. * Drug / Medication Disposition Pages - 150 ea. The index at the front of the book provides instant reference to active drug/medication pages. This book includes numbered pages to record patient drug/medication administration, including transfers to and from other books / pages. The back side of each of these page contains a section to document transferring, surrendering, and discontinuing the medications. The Shift Count pages document the accuracy of the drug/medication counts. NOTE: This book does not contain an "Emergency Drug/Medication Supply" (EDK - Emergency Drug Kit) section. - - - - Number and Letter Codes - - - - Some of our record books have numbers and letters and some do not. Understanding the codes will ensure that you get the record book that is best suited for your needs. The record books that do not have numbers or letters are the original record books. Those with numbers are different variations of the originals, based upon customer input / feedback. For example, the record book title that ends with 2 is the second version of that particular book. The interior pages of each version of the books are formatted differently to facilitate specific needs. Record books with letters at the end of the title (i.e. an M or S) indicate the size relative to the original record book. For example, an M indicates Mid sized and contains 2/3 the number of pages, while an S indicates Slim sized, which contains 1/3 the number of pages of the original. For Example a title of Controlled Substance Record Book (without any numbers or letters) would indicate the original record book with the most pages. A title of Controlled Substance Record Book 2M would indicate the second version, mid-sized book with 2/3 as many pages as the original size. Please review each version / variation to find the one that best suits your needs. Then decide

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on the number of pages you need and choose the original (no letters), mid (M), or slim (S) sized book. - - - - Alternate Record Books - - - - We carry a full line of record keeping book series in various formats and colors, including: - Controlled Drug Record Books - Individual Narcotic Record Books - Controlled Substance Record Books - NEW - Veterinary Record Books - NEW - - - - - Customize Your Books - - - - - Can't find what you're looking for? Do you need a specific form or layout in your book? Want a customized look or color scheme? Want to include your company name, logo, pictures, graphics, etc.? Send an email with your request and we will work with you to provide an affordable (usually at no additional cost) option to meet your individual needs.

Simplifies the complexities involved in choosing a small computer for business needs, detailing exactly how to evaluate programmers, figure the hidden costs, compare salesmen's proposals, and negotiate a satisfactory contract

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