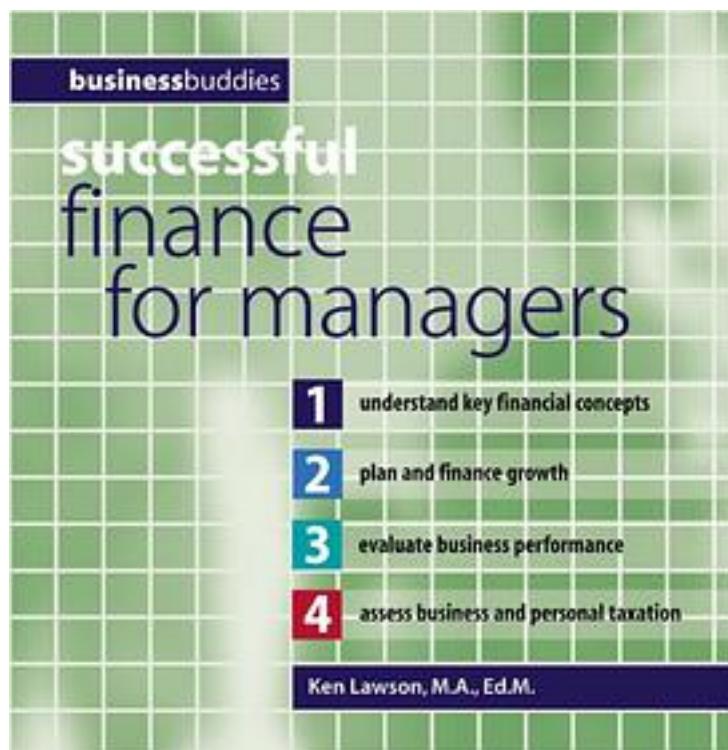


Successful Finance for Managers



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"Business Buddies" personal advice books offer concise answers to questions and problems related to virtually all aspects of business management, coordination, communication, and generally getting ahead in the corporate world. Each title follows the seriesa general format with checklists of doas and donats and succinct business pointers." Business Buddies" titles are fast-read idea books for career-minded men and women, emphasizing practical advice that readers can put to immediate use as they move up the corporate ladder. This title points out the fact that estimating business costs and projecting budgets are fundamental to successful business management.

Hereas how to keep control of the paperwork.

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