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Drafting a Policy Policy Format. all policies must follow a standard format (see Policy Template) to ensure consistency between policies. Below is a description  
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<http://www.mysoftwaretemplates.com/business-templates/policy-manual-template/248/>

ACCOUNTING . POLICIES AND PROCEDURES . described in the sample manual, but to provide a template that will make it easier this sample accounting manual:  
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Operations Procedure Manual Template (v3.2) Author: William Melay Description: 1.0 2008-08-26 2.0 2008-09-05 3.0 2008-09-11 3.1 2008-09-11 Last modified by:

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[http://www.transformmybusiness.com/sample\\_policy\\_and\\_procedure\\_layout\\_template](http://www.transformmybusiness.com/sample_policy_and_procedure_layout_template)

Jul 29, 2004 Title: Administration Manual Template Subject: Project Name > Author: author > Description: July 30, 2004 Last modified by: Rebecca Glaze Created Date

<http://www.bestpractices.osi.ca.gov/sysacq/documents/Staff%20Orientation%20Guide.doc>

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