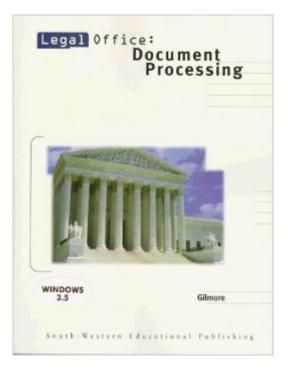
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Legal Office: Document Processing (with Template)





Synopsis

This text-workbook is designed to familiarize anyone training to work in a legal office keying various types of legal court documents. Emphasis is placed on how to key various types of legal court documents, and the preparation of correspondence for the legal field.

Book Information

Paperback: 320 pages Publisher: Cengage Learning; 1 edition (February 14, 1997) Language: English ISBN-10: 0538719184 ISBN-13: 978-0538719186 Product Dimensions: 10.8 x 8.3 x 0.8 inches Shipping Weight: 1.5 pounds Average Customer Review: Be the first to review this item Best Sellers Rank: #2,715,787 in Books (See Top 100 in Books) #6 in Books > Law > Law Practice > Law Office Technology #220 in Books > Law > Law Practice > Law Office Education #387 in Books > Business & Money > Skills > Secretarial Aids & Training

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