

YOUR OFFICE MANUAL

Part 4

What to include...

- ▣ Employee evaluation
 - When? How? By whom?

- ▣ Vacations
 - How long?
 - Black-out periods?
 - Vacation requests (forms)?

What to include...

- ▣ Petty Cash
 - Who manages it?
 - What is it for?
 - Forms?

- ▣ Handling the mail
 - Incoming mail
 - Outgoing mail
 - Courier

What to include...

More ideas coming in Part 5

End