RICHARD V. WELLS

Business

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1 **[ANON.]** How to be Personally Efficient in Business : How to Systematize Yourself and your Business - How to Manage Today's Work and Plan Tomorrow's - How to Handle Routine and Correspondence - How to Save Time and Multiply Results. Chicago. A.W.Shaw Company. 1915. (Tenth revised edition).

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(184 x 120). pp, 128. Illustrated. Contents very clean. Red cloth with blue, black and white illustrated title label to front board. A very attractive copy.