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STANDARD OPERATING PROCEDURE MANUAL

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Operation Procedure Manual

United States. Coast Guard



Operation Procedure Manual:

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Field Manuals United States. War Department,1980-06 **Marine Safety Manual** United States. Coast Guard,1981 The Manager's Guide to ISO 9000 Kenneth L. Arnold,1994 This step by step guide to ISO 9000 presents an in depth study of the 5 phases of certification lists requirements for certification and provides examples of implementation

How to Open and Operate a Financially Successful Construction Company Tanya R. Davis,2007 Book worksheets and checklists for planning starting and running day to day operations You will get dozens of other valuable timesaving tools of the trade that every entrepreneur should have While providing detailed instruction and examples the author help you find a location and business name that will bring success take you through the process of drawing up a winning business plan the Companion CD ROM has the actual business plan you can use in MS Word TM and teach you how to start and manage your construction company You will find guidance on obtaining licenses and permits drawing up contracts hiring subcontractors meeting governmental regulations attracting new clients and referrals applying for financing tracking utilities employing basic cost control systems dealing with pricing issues and staying ahead of the competition You will avoid trial by error when setting up equipment layouts meeting legal and IRS requirements and tapping into the best sales and marketing techniques and pricing formulas The book will even help you set up computer systems to save time and money teach you how to hire and keep a qualified professional staff use the best computer software network with publishers and associations do your own sales planning customer service keep your own books compile monthly profit and loss statements and prepare taxes You will become adept at media planning pricing and public relations You will be able to manage and train employees motivate workers generate high profile public relations and publicity and learn low cost marketing ideas and low cost ways to satisfy customers and build sales You will learn how to keep bringing customers back and build referrals the secret of continued success as well as

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