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By ROBERT C. MALLETTE and WILLIAM H. JACKSON, LL.B.

The authors have each had experience for a score of years or more at case, and press, and desk. Mr. Mallette is one of the editorial contributors on the staff of The Printer and has written for many trade journals and other publications, while Mr. Jackson has supplemented his practical business training by a course in law at Yale University, and has devoted much time to reorganizing and systematizing of the office methods of corporations and individuals.

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