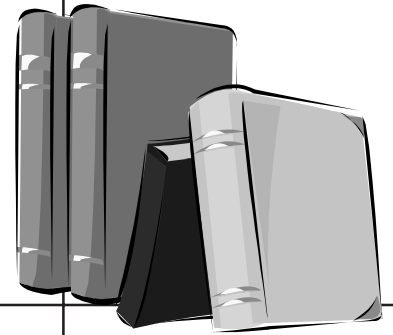


Employee Policy & Procedure Manual



You know a policy and procedures manual is vital to your company, but do you have the time or resources to design one?

OCSA can help!

- Easily customize by inserting your company name and logo!
- Simple modifications can be made to meet the unique needs of your yard!
- Employee relations reference for managers and supervisors!
- Policies, procedures and forms are in one easy to use guidebook! Print as needed!
- Free updates for a year with the ability to subscribe for annual updates!

Member Rate

\$250 for Manual, plus \$5 shipping charge and applicable tax

\$49 (after first year) for each yearly update

\$25 to customize with your company logo

Non - Member Rate

\$475 for Manual, plus \$5 shipping charge and applicable tax

\$149 (after first year) for each yearly update

\$25 to customize with your company logo

- Please e-mail the Policy and Procedures Manual to: _____
- We prefer to receive the manual on a diskette. Please mail to the address below.
- Please customize the manual with our company logo.

Name _____	Method of Payment <input type="radio"/> Check <input type="radio"/> Visa <input type="radio"/> MasterCard
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