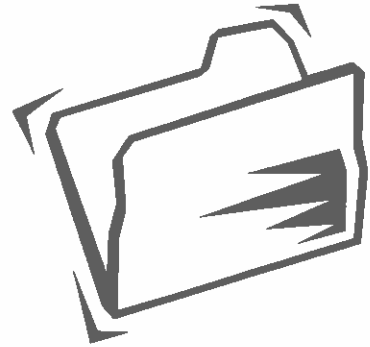


Working with Common Job Skills

FILING

Most companies place papers in file folders. To make it easier to find needed papers, employees set up filing systems. The four sets of files below represent four different filing systems. Show that you understand the filing systems by writing filing instructions for each set.



1
 FILING INSTRUCTIONS

	Lincoln Box Co.	Phone Bills	Rent	
				Insurance
Advertising	Elco Printing	Expense Forms	Furniture	Gas Bills

2
 FILING INSTRUCTIONS

	2001 Budget	2001 Expenses	2001 Sales	
				2000 Sales
1999 Budget	1999 Expenses	1999 Sales	2000 Budget	2000 Expenses

3
 FILING INSTRUCTIONS

	Manning Co.	Contracts	Presentation	Quotes
				Quotes
		KORD	Presentation	Quotes
Belfare Molding	Contracts	Invoices	Presentation	Quotes

4
 FILING INSTRUCTIONS

	Taxes	1999	2000	
				Water
Utilities	Garbage	Gas	Electric	Phone
				Wholesale
		Invoices	Retail	Returns