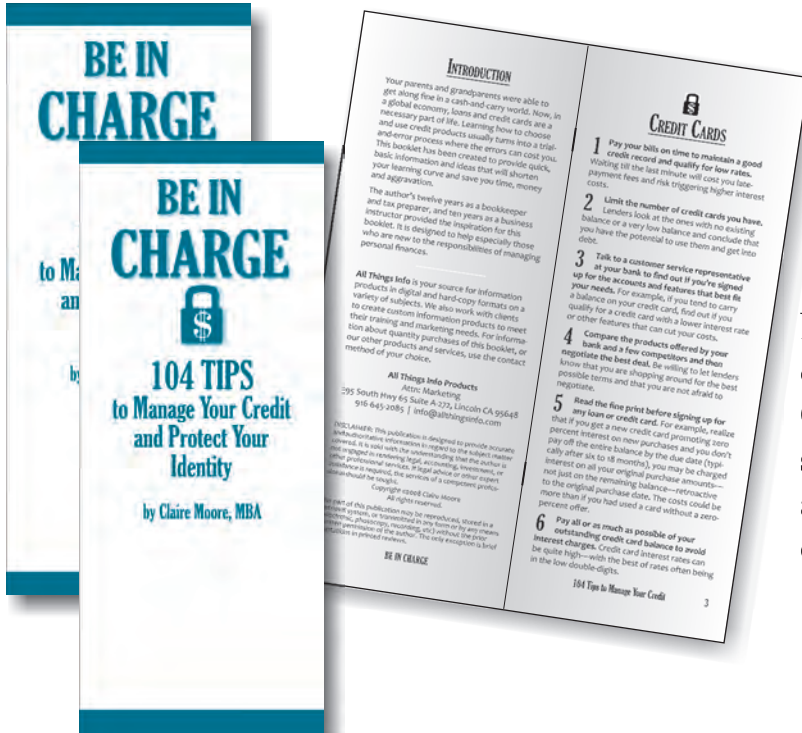


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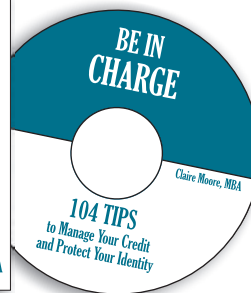
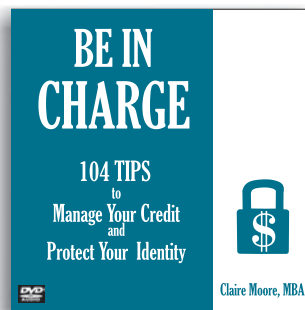
The author's twelve years as a bookkeeper and tax preparer, and ten years as a business instructor provided the inspiration for these booklets.



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