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Employee Policy Manual Template

**Human Resources Procedures for
Employee Management can help
you easily create the Human
Resources (HR) policies and**

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procedures manual you need to ensure the fair treatment of employees as required by Federal law. Thoroughly researched and reviewed by experts in the field, this important organizational resource provides more than 800

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pages of content based on best practices, and it addresses important issues such as COBRA, HIPAA, ADA, FMLA, and other major Federal employment regulations. This quality hardback edition also covers important

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employer/employee topics such as job descriptions, hiring and termination, compensation and benefits, training and development, as well as general HR administration. It also includes a sample Employee

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**Handbook and an HR Managers
Manual. Designed for busy
professionals such as HR
Executives, Office Managers, and
Business Owners, Human
Resources Procedures for
Employee Management is an**

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important tool in managing the most important resource in your business - your employees. This new edition also includes updated and complete job descriptions for every job referenced in the text. Given the broad range of topics

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that fall under the HR rubric, creating a system of policies and procedures can be a daunting task. Fortunately, with Human Resources Policies and Procedures Manual there is no need to start from scratch - it's already been

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friends and competitors who each
pulled out their favorite tricks to
impress you and their fellow**

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MVPs.

**A practical guide to leadership,
management and supervision.**

**A Comprehensive and Practical
Guide to Corporate Recruiting,
Contract Recruiting, Agency
Recruiting, College Recruiting,**

Page 9/119

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**Headhunting, Diversity
Recruiting, Sourcing and
Interviewing
Medical and Dental Expenses
The Recruiters Guide Book
Selkie 1: the Rough Selkie
The Business Playbook**

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The Smoke-free Workplace

How the Best Companies are
Skipping HR and Winning the
Future of Work with People Ops
People Operations: Automate HR,
Design a Great Employee
Experience, and Unleash Your

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Workforce explains how leaders at small- and medium-sized businesses can stop spending time on HR

administration—"paperwork"—and start focusing on the "peoplework" that truly fuels employee growth

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and productivity. Authors Jay Fulcher, Kevin Marasco, Tracy Cote of Zenefits, the leading people operations platform, provide readers with a playbook for creating a massive competitive advantage by eliminating

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antiquated approaches to HR. The book takes a look at how work has changed and what companies need to do about it, and the new approach they must take to processes, systems, and best practices. You'll learn how to

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eliminate busywork and hassle, and how to use that newfound time and capital to empower your biggest asset: your people. You'll receive the end-to-end guide to: Digitizing legacy HR functions Using robots for the busywork you hate

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Employing software to design and improve your employee experience
Assembling and empowering your "people team" Utilizing the included plans and templates to guide each stage of your business transformation Perfect for

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managers, leaders, small business owners, and executives, People Operations is perfect for anyone who wants to optimize HR, maximize their workforce investment, support their employees, and modernize their

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Manual Bizmanualz, Incorporated

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The Wild World Handbook:

Habitats

Manual for Medical Practices

The Encyclopedia of Restaurant Training

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ADA Practical Guide

Onsite Wastewater Treatment
Systems Manual

Terminating Employment in a
Dental Office

**"This manual contains overview
information on treatment**

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technologies, installation practices, and past performance."--Intro.

The very first! The Selkie Zine begins way back in 2015. Wolves, islands, bees, and more.

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rev-up their careers and help salon workers and managers hire the smart way, train better, and boost staff productivity. Whoever you are, wherever you are in the salon and spa industry, this book is the resource you need! Inside you'll find: Great advice on how to move

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An easy-to-use guide to work
behavior that ensures success An
easy-to-understand sample
employment agreement know what
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**Policies, Practices, Benefits
Creating and Updating an Employee
Policy Manual: Policies for Your
Practice
Create Your Own Employee
Handbook
Employee Food Safety Handbook
Assisted Living Facilities**

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How to Document and Delegate What You Do So Your Company Can Grow Beyond You

**If you need to develop
policies and procedures for
numerous areas of your
business, then Sample
Business Procedures for**

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Company Management is an invaluable tool. It includes more than 90 procedures covering functional areas such as accounting, administration, customer service, computer and networks, disaster recovery,

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engineering, environmental, finance and credit, human resources, manufacturing, purchasing, sales and marketing, shipping, and security. No other product available today can assist you in developing policies

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and procedures in so many different areas of your organization. Creating a system of policies and procedures is much easier with templates and examples based on thoroughly researched best practices.

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Well written policies and procedures can increase consistency and productivity as well as improve performance by establishing clear guidelines and communicating organizational knowledge. With Sample

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Company Management you can
create policies and
procedures for your
organization in a fraction
of the time, and be
confident because they were
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reviewed by experts in the field. There is no need to start from scratch... it's already done for you!

Book & CD-ROM. Training is an investment for the future, the only foundation on which success can be

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built. Training delivers excellence in product and performance, elevating a good restaurant into a great one. Training will keep the skills of its employees and management sharp. But in no other industry is its

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absence or presence as obvious as it is in the food service industry. It is hard to find good, qualified employees, and even harder to keep them. In addition, unemployment levels are low, and competition for

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qualified workers is tough. What's the answer? Training! Constant training and re-enforcement keeps employees and management sharp and focused, and demonstrates the company cares enough to spend time and subsequently

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money on them. And that's precisely what this encyclopaedic book will do for you -- be your new training manager. The first part of the book will teach you how to develop training programs for food service

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employees, and how to train the trainer. The book is full of training tips, tactics and how-to's that will show you proper presentation, and how to keep learners motivated both during and after the

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training. The second part of the book details specific job descriptions and detailed job performance skills for every position in a food service operation, from the general manager to dishwasher. There are study

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guides and tests for all positions. Some of the positions include General Manager, Kitchen Manager, Server, Dishwasher, Line Cook, Prep Cook, Bus Person, Host/Hostess, Bartender, Wine & Alcohol Service,

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**Kitchen Steward, Food
Safety, Employee Safety,
Hotel Positions, etc.
Specific instructions are
provided for using equipment
as well.**

**The Sales & Marketing
Policies and Procedures**

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**Manual - Easily Create your
Growth Policy Manual Using a
Process Approach to Manage
Sales Strategies and
Marketing Tactics
Procedures. This Manual is
the foundation of any
business and can help you**

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take control of your Sales & Marketing processes and improve key facets like lead generation and sales closing. Thoroughly researched and reviewed by experts, these pre-written policies and procedures are

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based on the continually
improving process
philosophy, and they
incorporate best practices
and proven techniques that
provide results. Creating
clear policies and
procedures can help align

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your sales and marketing efforts, which dramatically improves your sales pipeline management. They also assist in determining which efforts and practices produce tangible results; leading to improved cost per lead and

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cost per sale performance.
This new edition also
includes updated and
complete job descriptions
for every job referenced in
the text. Designed for busy
professionals like Sales
Managers, Marketing

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**Managers, Sales & Marketing
VPs, and Business Owners,
the Sales & Marketing
Policies and Procedures
Manual can save you hundreds
of hours in researching and
writing the procedures you
need to standardize efforts**

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and practices in areas such as developing strategies and tactics, administration, lead management and lead qualification, customer life cycle management, training, and product launch. There is no need to start from

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scratch. It has already been
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AAHA Guide to Creating an
Employee Handbook

The Book of Company Policies

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Field Guide to Leadership

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Nonprofit Staff

**Law Office Policy &
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A Guide for Employees

*Packed with real-life tales of
adventure, breathtaking
illustrations, and practical*

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tools, this handbook is an inspiring guide for the next generation of climate activists, conservationists, and nature lovers. The wonder of the natural world surrounds us—from the Amazon

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rainforest to the snowy peaks of Mount Everest to the green spaces in big cities. And as the threat of climate change grows, it's more important than ever to show appreciation for our planet by taking action.

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The first book in a middle grade series for young environmental activists and nature lovers, The Wild World Handbook offers a roadmap for change and an invitation to explore the outdoors,

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alongside surprising facts and hands-on STEAM activities. Featuring nine habitats from around the globe, each section includes diverse biographies of outdoor adventurers, scientists, and artists who

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used their passion and skills to become bold allies for Earth's natural diversity and resiliency. Inside you will find:

- Nine Amazing Habitats •*
- Eighteen Inspiring Biographies*
- Nine Kid-Friendly DIY*

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Activities • Nine Fun Field Trips • And much more! It's up to us to protect this beautiful, awe-inspiring planet we call home!

The Model Rules of Professional Conduct provides

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an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions,

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disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose

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and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define

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the nature of the relationship between you and your clients, colleagues and the courts. Provides background information on Human Resource Management for small- to mid-size companies

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and serves as a primer to explain the basic concepts of managing personnel, functional structure, legal requirements, and definitions that apply to handling personnel-related issues in the

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organization.

United States Code

*How to Open & Operate a
Financially Successful*

*Specialty Retail & Gourmet
Foods Shop*

Ready, Set, Go! Salon and

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Handbook*

People Operations

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Successful Specialty Retail &
Gourmet Foods Shop
Sales & Marketing Policies*

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and Procedures Manual

The Payroll Book is the only book that demystifies payroll with clear, concise, and real-world examples on how to tackle the process. "The Payroll Book will be a valuable

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resource for the small business owner as well as for the entrepreneur planning a new venture. Thorough, well-organized, and thoughtfully written, this practical guide is an essential tool for managing

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***the payroll process." —Marilyn
K. Wiley, Dean, College of
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Texas "Failing to comply with
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remittance, and report filing
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business payroll carries a high cost. Charles' book will guide entrepreneurs through the minefields of payroll processing and reporting in language that business owners can understand. Whether you

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already own or are planning to start your own business, The Payroll Book is an essential tool." —James A. Smith, Past President and Chairman, Texas Society of CPAs "If accounting is something you have not

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paid keen attention to in your startup, then this book can demystify the whole thing for you and then some! Logically set-up and highly practical in its approach! I highly recommend this book for any

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startup, entrepreneur, and, frankly, anyone thinking about starting a business. That said, if you already started a business it's just as important—this is a must-read!" —Hubert Zajicek, CEO,

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is the most comprehensive
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and I would recommend this
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***who has a hand in payroll.
From the novice just entering
the field to the seasoned
veteran, there is something in
this book for everyone."
—Romeo Chicco, President,
PayMaster***

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descriptions; employment
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motivation and appreciation. This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book, an updated and

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expanded version of the previous (fourth) edition, is divided into seventeen sections, covering such topics as law office organization, management, and administration, support

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personnel policies and
benefits, office security and
emergency procedures,
financial management, file
systems, technology, and
communications systems. The***

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Human Resources Procedures
for Employee Management
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Manual
If You are Injured on the Job***

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managers and HR professionals put employee policies in place for any size company, in any state. The 5th edition covers emerging workplace issues, such as social networking and product reviews, plus

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Entrepreneur, CEO, or business leader: no matter your title, the success of your company is a

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responsibility-and weight-that lies squarely on your shoulders. In the beginning, increased control was an asset that bought you peace of mind. But now, without the structure your business needs to thrive, you're

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overworked, overwhelmed, and unsure of the path ahead. Fortunately, everything that makes your company work can be captured and put to work for you. In *The Business Playbook*, serial entrepreneur Chris Ronzio

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walks you through his proven framework for building a playbook: the profile of your business, the people who work in it, the policies that guide it, and the processes that operate it. He shows you how to codify

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will show you the way.
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the use of polysomnography
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the evaluation and

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management of sleep disorders. Coverage includes in-depth reviews of the neurophysiology and cardiopulmonary aspects of sleep, along with the pathophysiology of sleep disorders. Detailed sections

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on polysomnography include recording procedures, identifying and scoring sleep stages and sleep-related events, and report generation. Chapters discuss therapeutic interventions including positive airway

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pressure, supplemental oxygen, surgical and pharmacologic treatments, and patient education. A section focuses on pediatric sleep disorders and polysomnography. Also included are chapters on

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establishing and managing a sleep center and accrediting a sleep program.

Fundamentals of Sleep Technology is endorsed by American Association of Sleep Technologists (AAST). AAST committees oversaw the

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development of this book, defining the table of contents, recruiting the Editors, and providing most of the contributors.

Employee Relationship Policy
A Guide for Small Businesses
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Sample Business Procedures
for Company Management
Child Care Handbook
Handbook for Bakers

Recruiter's guide helps you to

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understand sourcing techniques, headhunting, diversity recruiting, corporate recruiting and successful agency placements. Top-level executives, middle managers and entry-level supervisors in nonprofit

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organizations need the nuts and bolts for carrying out effective leadership and supervision, particularly in organizations with limited resources. This guide includes topics often forgotten in nonprofit

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publications, including: time and stress management, staffing, organizing, team building, setting goals, giving feedback, avoiding Founder's Syndrome, and much more. It also includes guidelines to ensure a strong working

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Model Rules of Professional
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Church leaders understand that

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managing the day-to-day operations of a church can be challenging because of limited resources, managing volunteer labor, and supporting the needs of the congregation. Smart Church Management: A Quality Approach

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to Church Administration, Third Edition is an updated guide for managing the resources of a church - which is people, time and money. This book provides tools and examples for decision making and problem-solving for church

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administration that is easy to understand and more importantly, quick to implement! This book also includes discussion questions to provoke thought and discussion for church teams. This book is ideal for ministry students, church boards,

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And now there's a template that can get you off on the right foot. After you read this book, you will: * Have a proven template to follow that will guide your Assisted Living Facility to success... this book has everything you need! * Learn tips on how to

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develop or revise your Assisting Living Facility's Policy and Procedure Manual with your staff. * Master the expectations and work processes that are crucial to a functioning a workplace. * Get flexible... learn how to customize

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and reword each policy to meet specific assisted living facility needs. It's never too late to add additional policies and procedures to a facility's manual. If a company has developed the Policy and Procedure Manual in a prior year, time should be given to

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go over the new manual and discuss the potential changes or updates.

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Maybe you love exotic and unusual flavors as well as high quality

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products, and you wish that there was a way for you to make a living selling not just food, but food that you love talking about, tasting, and sharing with others. You have the passion, but you need information to figure out the nitty-gritty details like

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stores) are here to stay as a part of the U.S. economy, despite economic uncertainty, since they are far more affordable luxuries than many other specialty items. They have also weathered the change to a more e-commerce – filled world, even

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Excel Insights

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