

Simple Appointment Letter Word Format For Employee

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Easily create a professional simple appointment letter for your new hires with our customizable Word format appointment letter template. This resource provides an essential employee offer letter template to streamline your onboarding process, ensuring clear and concise communication for every job appointment confirmation.

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Human Resource Management Made Easy

Human Resource Management made Easy is exactly what it says it is – a book that makes the complex world of recruitment, contracts, workforce development and everything else to do with employing people as simple and accessible as possible. This book is designed for the busy manager of a small business or charity with no access to a Human Resource Department, the aspiring professional taking their first steps towards a career in this exciting profession and anyone simply wanting to know that bit more about the management, motivation and development of people in the workplace. The author takes all the common areas that managers ask of HR professionals in large and complex organisations and makes sense of it for the smaller business or organisation. Mike takes the reader on a journey through the employee life cycle from pre-employment, through recruitment, workforce and individual development, to the parting of ways, using combinations of step by step activities, models and anecdotes from his extensive experience in the business of human resources. By following the advice within this book and putting the actions it describes into practice, the reader will gain both skills and knowledge in the art of human resource management.

Medical Office Administration - E-Book

Learn the skills you need to succeed in the modern medical office! Medical Office Administration: A Worktext, 5th Edition provides a clear, hands-on approach to help you master the role and responsibilities of the administrative medical assistant. With a focus on exceptional patient service, this easy-to-read text stresses comprehension, application, and critical thinking to ensure you are job-ready on Day 1. When used in conjunction with SimChart® for the Medical Office, Elsevier's educational EHR (sold separately), you will gain realistic experience with day-to-day tasks as if you were in an actual office setting. This worktext helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job. Approachable writing style uses a conversational tone for easy understanding. Procedure checklists outline the steps required

to complete a full range of administrative tasks. Patient-centered focus highlights the importance of exceptional service as a key component of every Medical Assisting competency. Think About It feature encourages you to apply your knowledge to realistic work situations and develop critical thinking. Chapter checkpoints promote comprehension with questions following sections of the text. Compliance tips provide focused guidance on how to follow HIPAA mandates. Learning resources on the Evolve website provide extra practice, including chapter quizzes, a sample certification exam, and interactive forms. NEW content expands discussion of patient confidentiality, healthcare data security, appointment scheduling, procedure coding changes, job search strategies, and more. UNIQUE! Correlation with NEW SimChart® for the Medical Office (SCMO) exercises simulates all aspects of the administrative functions that make up the day-to-day practice of a medical office. (SCMO sold separately.) NEW! Sample practice examination on the Evolve website provides effective preparation for certification.

Success: Can be Planned and Earned (The Technology of Success for Youngsters in Teens, Twenties and Thirties)

Success can be planned and it can also be earned. The process of planning for success ought to start from the onset of the teenage with crystallising proper perceptions of success (P1), reviewing those regularly as the teenager grows and matures in body and mind and evaluating eqach (P1) with his potentials for success (P2)- what are his strengths and natural inclinations. Then, nearer the time the youngster is ready rto embark on a career, he has to track the prospects for success (P3) in the career or job market. Once the prospects are identified, the right time arrives to chalk out a step-by-step plan (P4). Therefore, once the plan is ready, performance (P5) according to the plan must begin.

Ask a Manager

'I'm a HUGE fan of Alison Green's "Ask a Manager" column. This book is even better' Robert Sutton, author of The No Asshole Rule and The Asshole Survival Guide 'Ask A Manager is the book I wish I'd had in my desk drawer when I was starting out (or even, let's be honest, fifteen years in)' - Sarah Knight, New York Times bestselling author of The Life-Changing Magic of Not Giving a F*ck A witty, practical guide to navigating 200 difficult professional conversations Ten years as a workplace advice columnist has taught Alison Green that people avoid awkward conversations in the office because they don't know what to say. Thankfully, Alison does. In this incredibly helpful book, she takes on the tough discussions you may need to have during your career. You'll learn what to say when: · colleagues push their work on you - then take credit for it · you accidentally trash-talk someone in an email and hit 'reply all' · you're being micromanaged - or not being managed at all · your boss seems unhappy with your work · you got too drunk at the Christmas party With sharp, sage advice and candid letters from real-life readers, Ask a Manager will help you successfully navigate the stormy seas of office life.

PC Mag

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

Staff to Last!

All financial advisors want to be able to spend their time in front of clients. It's what makes them money. It's what makes them happy. But almost all advisors share a common problem - staffing and managing their practice. It's what drains their energy and their wallet. It's what makes them miserable. Help has arrived. Whether your practice has a staff of twenty or you're about to hire your first Administrative Assistant, Staff To Last! is the solution to your backroom headaches. For the first time, practice management coach Lauren Farasati has condensed her twenty-five years of experience helping advisors into a book tailor-made for the financial planning industry. You'll learn the Dream Team staffing model that instantly brings role clarity to your business. You'll discover the "genes" that make some people perfect for your staff and others not. You'll learn, step-by-step, how to find the best talent available and you'll get tools that will save you hundreds of hours and thousands of dollars - from that first killer job posting to foolproof interview questions all the way to the final offer letter. And last, you'll learn the ten "currencies" bosses use to pay their employees, ensuring that once you've found amazing staff, you never lose them. Forget yesterday's mistakes. Staffing is about to become simple, painless, and satisfying. Staff To Last! will show you how.

Kinn's Medical Assisting Fundamentals - E-Book

Master the clinical and administrative competencies you need to succeed as a Medical Assistant! Kinn's Medical Assisting Fundamentals, 2nd Edition covers the administrative and clinical knowledge, skills, and procedures that are essential to patient care. A reader-friendly approach and focus on foundational content — including medical terminology, anatomy and physiology, basic math calculations, and soft skills — provide a solid foundation for the key skills and procedures at the heart of Medical Assisting practice. An applied learning approach organizes content around realistic case scenarios. The 2nd edition adds coverage of intravenous procedures, catheterization, and limited-scope radiography to address competencies approved in many states. This practical text will prepare you to launch a successful Medical Assisting career! Easy-to-understand writing style is appropriate for all levels of learners in all types of Medical Assisting programs. Emphasis on foundational content includes in-depth coverage of anatomy and physiology, medical terminology, basic math calculations, and job readiness to build a strong base of knowledge. Illustrated, step-by-step procedure boxes demonstrate how to perform and document key administrative and clinical skills. Content supports Medical Assisting certification test plans to help you prepare for board examinations. Real-world scenario in each chapter presents a situation for you to follow as you read through the material, helping you understand and apply key concepts as they are presented. Learning features include key terms and definitions, Being Professional boxes, study tips, critical thinking exercises, and review and summary sections, all focusing on developing the soft skills that employers seek when hiring. Chapter learning tools include terms with definitions, study tips, critical thinking boxes, and review and summary sections. Medical Terminology boxes highlight chapter-related medical terms to help you learn word parts, pronunciation, and definitions. Evolve website includes skills videos, chapter quizzes, five practice certification exams, and a portfolio builder. NEW chapters on intravenous procedures and limited-scope radiography provide coverage of expanded Medical Assisting functions approved in many states. NEW! Expanded content addresses behavioral health, catheterization procedures, disease states, medical office organization, expanding MA roles, and more.

Kinn's The Medical Assistant - E-Book

More than any other product on the market, the most successful Medical Assistants begin their careers with Kinn. Known for more than 65 years for its alignment with national curriculum standards, Kinn's The Medical Assistant: An Applied Learning Approach, 15th Edition teaches the real-world administrative and clinical skills essential for a career in the modern medical office — always with a focus on helping you apply what you've learned. This edition features a new unit on advanced clinical skills and expanded content on telemedicine, infection control related to COVID-19, IV therapy, radiology, rehabilitation, insurance, coding, privacy, data security, and much more. With its approachable writing style appropriate for all levels of learners and a full continuum of separately sold adaptive solutions, real-world simulations, EHR documentation experience, and HESI remediation and assessment, quickly master the leading skills to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession! Comprehensive coverage of all administrative and clinical procedures complies with accreditation requirements. Step-by-step, illustrated procedures include rationales and a focus on professionalism. Electronic health record (EHR) coverage provides access to hands-on activities using SimChart® for the Medical Office (sold separately). Applied learning approach incorporates threaded case scenarios and critical thinking applications. Patient education and legal and ethical features at the end of each chapter reinforce legal and communications implications within Medical Assisting practice. Key vocabulary terms and definitions are presented at the beginning of each chapter, highlighted in text discussions, and summarized in a glossary for quick reference. NEW! Content aligns to 2022 Medical Assisting educational competencies. NEW! Advanced Clinical Skills unit features three new chapters on IV therapy, radiology basics, and radiology positioning to support expanded medical assisting functions. NEW! Coverage of telemedicine, enhanced infection control related to COVID-19, and catheterization. NEW! Procedures address IV therapy, limited-scope radiography, applying a sling, and coaching for stool collection. UPDATED! Coverage of administrative functions includes insurance, coding, privacy, data security, and more. UPDATED! Online practice exam for the Certified Medical Assistant matches 2021 test updates. EXPANDED! Information on physical medicine and rehabilitation. EXPANDED! Content on specimen collection, including wound swab, nasal, and nasopharyngeal specimen collections.

Kinn's The Administrative Medical Assistant E-Book

More than any other product on the market, the most successful medical assistants begin their careers with Kinn. Known for more than 65 years for its alignment with national curriculum standards, Kinn's *The Administrative Medical Assistant: An Applied Learning Approach*, 15th Edition teaches the real-world administrative skills essential for a career in the modern medical office — always with a focus on helping you apply what you've learned. This edition features new and expanded content on insurance, coding, privacy and security, telehealth logistics, and much more. With its approachable writing style appropriate for all levels of learners and a full continuum of separately sold adaptive solutions, EHR documentation experience, and HESI remediation and assessment, quickly master the leading skills to prepare for certification and a successful career in the dynamic and growing administrative medical assisting profession! Step-by-step, illustrated procedures include rationales and a focus on professionalism. Electronic health record (EHR) coverage provides access to hands-on activities using SimChart® for the Medical Office (sold separately). Applied learning approach incorporates threaded case scenarios and critical thinking applications. Patient education and legal and ethical features at the end of each chapter reinforce legal and communications implications within medical assisting practice. Key vocabulary terms and definitions are presented at the beginning of each chapter, highlighted in text discussions, and summarized in a glossary for quick reference. Robust Evolve companion website offers procedure videos, practice quizzes, mock certification exams, and interactive learning exercises. NEW! Content aligns to 2022 Medical Assisting educational competencies. NEW and UPDATED! Comprehensive coverage of all administrative functions complies with accreditation requirements and includes insurance, coding, privacy and security, telehealth logistics, and more. NEW! Artwork familiarizes you with the modern medical office and equipment.

Job Bank Guide to Employment Services

Essential VCE Business Management Units 1 & 2 Third edition provides complete coverage of the current VCE study design, 2010-2014. This new edition offers students fully updated topical case studies and articles that demonstrate how theory works in contemporary business practices. With lots of activities designed to initiate and challenge students and to support different learning styles, this full-colour text will develop the knowledge, skills and confidence needed for VCE success. Other features include:

- Student friendly language
- Theory made simply through visual representation
- Key knowledge and skills table that maps out what students need to know
- ICT activities that genuinely enhance student research skills
- Comprehensive end of chapter materials including chapter summaries that aid in the regular revision of material

The Army Lawyer

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

Essential VCE Business Management Units 1 and 2

The organizations from time to time get into agreements and contracts with other organizations and individuals. The knowledge and skill to create and legally form these agreements and contracts are required by them so that they do not get into any complications later. The crash course of business agreement and the contract is thus a great source created for students who would want to specialize in the area. This course will require students to learn about the laws that govern the organizations and will enable them to format these letters which will legally bind the parties. At the end of the course the students will be in a better position to create these letter and complete the paperwork along with listing the terms and conditions on them. Business cannot operate on its own and thus they get into collaboration with other very often, it is then when the skill to create these documents arise which should be done with precision as they in most cases are legally binding.

InfoWorld

Nursing care of older people provides a new, contemporary, evidence based and practical guide to meeting the holistic health needs of older patients. With a clear and engaging style, the authors outline a rigorous and robust account of underlying principles and evidence with tools and tips for best nursing practice. This comprehensive textbook examines the changes brought about by the ageing process to both physical and mental health as well as learning disabilities. Providing essential insights necessary to deliver high quality nursing in primary and hospital care, this text covers a wide range of issues and clinical topics. Learning is aided by case studies, nursing insights, activities, and reflection enabling

readers to apply theory to practice. This text is particularly useful for pre and post registration student nurses, qualified nursing staff, and other healthcare professionals working alongside nurses to deliver care to older people. The online resource centre to accompany Nursing care of older people features: For students and lecturers · Additional interactive case studies. · National policy links. · Website links to national older people organizations, charities and support groups and links to journals on older patients in health care. · Audio podcasts on the nursing care of older people.

Crash Course Business Agreements and Contracts

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

Nursing Care of Older People

An easy-to-follow, non-technical introduction to the microcomputer and its various applications to clinical practice, this book provides information on everything from purchasing equipment to fundamental programming techniques, to essential computer skills--all in a self-teaching workbook format. It also demonstrates how microcomputers can be used to assemble, compile, store, and print such important documents as patient questionnaires, physiological records, medical history, and test analyses and results, and to manage bill-keeping.

InfoWorld

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

Microcomputers in Clinical Practice

Easily master all aspects of dental assisting with the most up-to-date and most trusted text available. For more than 40 years, students and practitioners alike have relied on Modern Dental Assisting for its cutting-edge content, easy-to-grasp writing style, step-by-step procedures, and top-notch visuals. And the new 13th edition is no exception. With updated content — including the latest technological advancements, clinical photographs, and new coverage on cultural diversity and how it relates to patient care — this new edition will guide you from your first day of class all the way to your first job in dental assisting. UNIQUE! Trusted expert authors Doni Bird and Debbie Robinson present information and procedures in a way that makes it easy for students to understand and apply the material. Comprehensive, cutting-edge content is presented in approachable writing style. Step-by-step procedures for general and expanded functions use color coding and clinical photos to demonstrate key dental assisting competencies. 70 procedural videos include questions and answers correlated to the chapter procedures with closed-captioning in English and Spanish and audio narration in English. UNIQUE! Interactive Dental Office program provides in-depth case studies integrated with periodontal charting, radiographic mounting, and more. Dentrix practice management software on Evolve enables students to work with patient data much like they will in the office environment. Recall and Critical Thinking questions in each chapter provide opportunities for practice and application. Feature boxes on infection control and CDC practice, patient education, and law and ethics summarize recommendations and key applications in practice. Key terminology list helps students better comprehend the chapter and how the information applies to dentistry practice. Learning and performance outcomes set goals for what students will accomplish and serve as checkpoints for comprehension and skills mastery. NEW! Information on cultural diversity grounds students in this important topic and how it relates to patient care and patient communication. UPDATED! art program provides vivid original renderings of dental anatomy tooth morphology and dental imaging, along with improved photos of the latest products, equipment, and instruments. NEW! Coverage of the latest advances in general and specialty dental care covers technological advancements, public health and access to care, teledentistry, infection control guidelines, the Zika virus, Ebola, the oral-systemic health connection, and more. NEW! Updated critical thinking and recall questions challenge students and provide recollection skills.

PC Mag

What's the Secret? gives you an inside look at the world-class customer service strategies of some of today's best companies. You'll learn how companies like Disney, Nordstrom, and The Ritz-Carlton

get 50,000 employees to deliver world-class customer service on a consistent basis- and how your company can too. Packed with insider knowledge and a wealth of proven best practices, author John DiJulius will show you how your company can emulate the world's best customer service providers.

Resources in Education

Written for adult new readers, this workbook contains 14 chapters of information on career development, job search and job retention skills. Chapters contain information, worksheets, examples, and summary sheets. The guide is intended to help adults use basic skills to decide what they can do well, identify their job search goals, pick the best way to look for the job they want, write effective resumes and cover letters, prepare for job interviews, find a good job, and get off to a good start in the new job. The chapters are entitled: (1) "What Do You Have to Sell?"; (2) "Your Ideal Job"; (3) "Gathering Information"; (4) "Making a Personal Information Sheet"; (5) "Creating a Winning Resume"; (6) "Cover Letters"; (7) "References"; (8) "Want Ads and Employment Agencies"; (9) "Networking and Direct Contacts"; (10) "Staying Organized"; (11) "The Application Form"; (12) "The Job Interview"; (13) "Getting the Best Pay and Conditions"; and (14) "Tips for Your New Job." (KC)

Modern Dental Assisting - E-Book

Tailored to engineers and scientists whether they seek an entry level or senior level position. The author, who has 14 years recruiting experience, offers techniques and strategies proven to be successful in finding a technical level position. Topics include communications and interpersonal skills such as interviewing, listening and presenting an image, the importance of evaluating a job, legal rights, search and career consultants.

Simple and Simplified Languages

Launch your Medical Assisting career with Kinn's Medical Assisting Fundamentals: Administrative and Clinical Competencies with Anatomy & Physiology! This practical, hands-on text features an easy-to-understand writing style and detailed visuals designed to help you master all the Medical Assisting knowledge, procedures, and skills needed for career success. Based on trusted content from the bestselling Kinn's product suite, this brand-new text and its accompanying resources incorporate the latest standards and competencies throughout, as well as approachable coverage of math, medical terminology, soft skills, and anatomy and physiology. Easy-to-grasp writing style is appropriate for all levels of learners in all types of Medical Assisting programs. Trusted Kinn's content supports the following exam plans: CMA from the American Association of Medical Assistants; RMA and CMAS from American Medical Technologist; CCMA and CMAA from the National Healthcareer Association; NCMA from the National Center for Competency Testing; and CMAC from the American Medical Certification Association. Emphasis on anatomy and physiology — along with pathology, signs/symptoms, diagnostic procedures, and treatments — enables you to meet key competencies. Strong focus on medical terminology includes feature boxes that highlight chapter-related medical terminology to help you learn word parts, pronunciation, and definitions. Math exercises embedded throughout the text challenge you to sharpen your math skills. Procedures are mapped to CAAHEP and ABHES accreditation standards down to the step, offer rationales for each step, and can be conveniently performed in the classroom. Customer Service boxes in appropriate chapters help you develop the soft skills that employers seek when hiring Medical Assistants. Applied learning approach introduces a case scenario at the beginning of each chapter and then revisits it throughout the chapter to help you understand new concepts as they are presented. Chapter learning tools include vocabulary with definitions, critical thinking applications, and content that ties directly to the order of learning objectives. Pharmacology glossary of the top 100-150 most common over-the-counter and prescription medications gives you quick access to pronunciation guides, generic and trade names, and drug classification.

What's the Secret?

"How to find and land the job you really want! Assessing your strength; targeting the market ; creating a standout resume; networking; surfing the Internet for jobs; winning over any interviewer; negotiating the best deal."--Cover.

Dental Practice Management

1. Nature and Significance of Management 2. Principles of Management 3. Management and Business Environment, 4. Planning 5. Organising 6. Staffing 8. Controlling 9. Financial Management 10. Financial Market 11. Marketing 12. Consumer Protection 13. Entrepreneurship Development I Project Work I Board Examination Papers

The Complete Get That Job! A Quick and Easy Guide with Worksheets

Get Down to Business—Maximize Your Efficiency with Office 2003 Written for business-minded and experienced Office users, this task-oriented guide goes directly to the bottom line, revealing optimal ways to perform critical, challenging tasks. After fifteen years of teaching people how to be more productive with Office, Courter and Marquis know users' FAQs and understand the way you use Office—as an integrated suite rather than as a collection of separate applications. In Mastering Microsoft Office 2003 for Business Professionals they skip the basics and focus instead on precious time-saving techniques that help you streamline your day-to-day activities. Inside, you'll learn how to: Manage schedules, tasks, contacts (Outlook) Build and deliver convincing, animated presentations (PowerPoint) Create documents collaboratively (Word, Excel, PowerPoint) Streamline mailings and messaging (Word, Outlook, Access, Excel) Produce complex publications such as manuals, proposals, and contracts (Word, Binder, FrontPage) Publish documents on the Web (FrontPage, Excel) Organize and secure documents (Word, Excel, PowerPoint, Outlook) Build robust, foolproof workbooks (Excel) Design and develop data sources (Word, Excel, Access, Outlook) Create templates for repetitive tasks (Word, Excel, PowerPoint, FrontPage) Construct user input forms (Outlook, FrontPage, Word) Dissect data, and then present it in compelling ways (Excel, Access) Tweak Office to fit the way you work (Word, Excel, Outlook, PowerPoint) Use macros to do more with Office (Word, Excel)

Job Search for the Technical Professional

- Best Selling Book in English Edition for SBI Apprentice Exam with objective-type questions as per the latest syllabus given by the SBI.
- Compare your performance with other students using Smart Answer Sheets in EduGorilla's SBI Apprentice Exam Practice Kit.
- SBI Apprentice Exam Preparation Kit comes with 24 Tests (10 Mock Tests + 12 Sectional Tests + 2 Previous Year Papers) with the best quality content.
- Increase your chances of selection by 14X.
- SBI Apprentice Exam Prep Kit comes with well-structured and 100% detailed solutions for all the questions.
- Clear exam with good grades using thoroughly Researched Content by experts.

Kinn's Medical Assisting Fundamentals

From the basic knowledge and skill sets of a sport manager to the current trends and issues in the sport management industry, this best-selling text provides the foundation for students as they study and prepare for a variety of sport management careers. The authors, all well-known sport industry professionals, show students how to apply their new knowledge and skills to any segment in the sport industry from high school to the international arena. The Fourth Edition continues to offer historical perspectives as well as thoughts about current and future industry issues and trends. It has, however, undergone substantial content updates in every chapter, including the inclusion of new developments or managerial approaches happening in the sport world, as well as the addition of new chapters on new media in sport and club management.

Job Hunting Made Easy

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

NCERT Business Studies Class - 12

Aspiring entrepreneurs learn the ins and outs of starting their own successful business in one of today's hottest industries: beauty. From laying the groundwork for starting a small business and establishing themselves in the marketplace to holding their grand opening and developing service policies, this step-by-step guide takes beauty enthusiasts from big-picture plans to day-to-day dealings at their new spa and salon. Soon-to-be business owners also get an insider's perspective from beauty industry practitioners and experts who offer tips, advice, examples, and even their contact information to add to the many resources provided.

Mastering Microsoft Office 2003 for Business Professionals

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

SBI Apprentice Exam 2022 | 1500+ Solved Questions (10 Mock Tests + 12 Sectional Tests + 2 Previous Year Papers)

Describes ten strategies designed to help job seekers over forty avoid or overcome discrimination and turn their age into an advantage in the job market.

Macworld

Through a business process approach to using Windows 95 and Microsoft Office products, this book explains how to solve problems with the program vs. simply reading about the program's features. Real world solutions and examples are used to demonstrate each program's capabilities. Includes an eight-page full-color insert on basic tasks of Windows 95.

Principles and Practice of Sport Management

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PC Mag

Commerce Business Daily