# Work Instruction

Instruction for new employer.

When you receive new document for archive, follow this steps:

1) Fold it

2) Stack it

3) Cut it

4) Tack it

5) Stamp it

6) Carefully look and check file here

7) Sign it

8) Seal it

9) File it

10) Batch it

11) Mark it

12) Sort it

13 Tag it

14) Double check it

15)Place to archive  
  
  
Also, next instructions you can find in zip file. After check lunch menu (be ready to take order) and, finally, learn a new form of the financial report.