

Module 5

Job 3 Report Sheet

Directions

Make any corrections from Job 2 BEFORE you begin Job 3.

List the numbers of the cards as they are filed in order behind each guide. You will list the cards from jobs 1, 2, and 3. Start the listing of numbers at the bottom of each column so that the numbers will appear in the same order from front to back as do the cards that are filed in the box. List cross-reference cards with a capital X (for example, 1X).

			27 System One		
			51 Suriname Republic of		
			5x Stop on a Dime Assets		
			24 StJohns Community Club		
			18 StashtheCash Savings Co		
		8 RV Park and Store	34 Star Neighborhood Assn		
		6 Rustin/Underw ood Amanda	35 StAndrews Parrish		
		14 RussellAnders on Nancy	22x Southwest Music School		
		10 Russell David A	22 South West Music School		
		45x Royale Banque	40 South End Attorneys		
		45 Royal Bank	33 South Chicago Savings and Loan		
	31x Andrews Inc	9 Rostamian Ahmad	11 Solanki Raj	53 TRU CO	43 Urban Impressions Inc
	1 Anderson Richard	44 Ricks NEWare	5 SODA Inc	25 Tibbetts Tyson MD	13x Unrah and Taylor Brokerage

Records Management Simulation Answers Job 5

SJ Ball



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