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Click here to go to Gregg's Quick filing practice. 12 Rules of Filing. Rule 1a: Personal Names Names of Individuals. When indexing the name of an individual, arrange the units in this order: last name as Unit 1, first name or initial as Unit 2, and middle name or initial as Unit 3. When two names in Unit 1 begin with the same letter, you ...

Greggs Quick Filing Practice - Welcome to OBT

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