

THE OFFICE END.

The selling end of your store is probably all right, says the American Storekeeper. Your clerks are undoubtedly polite and anxious to please. Your stock is probably kept in perfect order. The windows shine with elbow grease. The floor is spotless in its cleanliness. Your show cases are polished until they shine like the faces in a Sabbath school at Christmas time. But how about the office end? Have you any office to which you can retreat for a little private business chat upon occasion? Is there any particular place in your store to which all your clerks do not have free access? Are not your papers scattered about without order, and can you, at a moment's notice, put your hand on any bill you have received during the past six months? We hope that you have a neat little office, and that you are as systematic in caring for it as we would like you to be, but we are, nevertheless, going to preach to you about the necessity of having such a place, and tell what should characterize it. First, we would have it so arranged, if possible, without sacrificing light and space, that it would be screened from public view. Here we would receive all travelling men, and so far as possible, look at their samples. Here we would have a desk sacred to the affairs of the head of the house, in which could be systematically arranged the correspondence, bill-files, letter-files, price lists, catalogues, and other papers which one may need at any moment to secure some desired information. This desk should permit of locking, and the proprietor should teach the clerks to look upon it as his special property, and that it is not to be disturbed by them. We cannot speak too strongly of the importance of preserving the catalogues sent by manufacturers and jobbers. Though they may not seem to contain information which is useful to you to-day, they will probably be wanted badly before long. They will save you from saying a great many "I don't knows" to your customers. The bill files are of great importance, too. It may seem to many that a bill has survived its usefulness when the goods have been checked off, and the bill paid. It will frequently prove valuable, however, to re-order by, or to settle some point on which memory is not to be trusted. Correspondence should always be promptly answered, and then filed away for reference. Letters should always be copied. It will often save embarrassing discussions with wholesalers if you preserve copies of all orders. With the great abundance of cheap and serviceable office furniture to be had, this feature of the store can be made a comfort and a joy.

Shall I keep a diary? If you decide in the affirmative be sure to use an Easterbrook Pen. All stationers have them.

V. A. Landry has moved his publishing establishment from Digby, N.S., to Weymouth.

JULIAN SALE AND COMPANY.

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SAMPLE ROOMS :

20 $\frac{1}{2}$ Front St. East.

FACTORY :

169 BLEEKER ST.

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Our Factory,
Warehouse
and Office
WILL
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AT

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to all the principal hotels of
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our customers in every re-
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warehouse are as complete
as dollars can make them.

We ask for a call from
everyone coming to To-
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not.

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