

Office Routine Must be Simplified

GEORGE Westinghouse, the famous inventor of the air brake—so the story goes—gained the wonderful idea of applying compressed air for the stopping of trains from a magazine article about Alpine tunnel drilling with compressed air.

His subscription to the magazine was purely incidental—the result of solicitation by a little girl one summer day. The magnitude of the result all the world knows.

Now for the parallel:

Each month you will see here on this page an announcement of some kind about our Office Filing Systems and cabinets.

If—in this space—you discover one single valuable idea about Office Filing Methods; if—through illustration or description here—you find one single piece of "Office Specialty" Filing equipment that will reduce effort and expense in your office, you will indeed have been well repaid for the minutes spent in reading what we have to say.

One thing you must realize:—That the sum of money we are going to spend in this way would not be paid out unless we were sure "Office Specialty" Filing Systems will appeal to your best judgment in their time and money saving economies. Nor do we maintain the largest and most complete Filing Equipment stores in the large cities in Canada simply to reduce our bank balance. If you have a pride in your own business you will concede to us some satisfaction in the fact that we are to-day the makers of the largest and most varied line of filing systems and cabinets in the British Empire.

A stack of Sectional Filing Cabinets lends dignity to the private office and places within arm's reach the records vital to the work of the individual. The cost is small compared to the saving in time and effort.



Make your Office inviting. We can show you how to make your Office more attractive to your customers and yourself, and more than that—our suggestions may accomplish a more orderly arrangement and systematic conduct of your business records.



One word more—We have competent interesting and well-printed catalogs describing "Office Specialty" systems and cabinets in detail. We have also competent representatives who understand that papers and records should be indexed and filed to meet exact needs.

Both Catalogs and Representatives are at your disposal. A request for either or both will not obligate you, nor will you be importuned to buy.

The
OFFICE SPECIALTY MFG. CO.
Ltd.

Head Office, Toronto

97 Wellington St. West

Factories, Newmarket, Ontario

Branches — Montreal, Ottawa, Winnipeg and Vancouver.

Resident Representatives — Halifax, Hamilton, Brandon, Regina, Calgary and Edmonton.