No.	***OTTAWA, ONT., Feb. 12, 1909.***

Ten Days after sight pay to the order of the

BANK OF OTTAWA ~~~~~~~~~~~~ *$410 $\frac{00}{}$*

Four Hundred Ten and $\frac{00}{xx}$ ~~~~~~~~~~~~ Dollars

Value received, and charge to account of

To B. A. STUDENT, 102 Sparks Street, City.	R. W. MOORE & CO.

Across the face of this draft you should write in red ink: "Accepted, Feb. 13, 1909," followed by your signature. The accepted draft is called an ACCEPTANCE, and has the same force as a note, being now your promise to pay the amount stated. Prior to acceptance it is merely a request. Make a copy of the draft with the acceptance written across the face.

Feb. 15, Received goods for invoice of Feb. 10, terms: on acct., ten days, $256.50. 18, Received goods invoiced Feb. 13, terms: note at 30 days, $185.40. 19. Send note at 30 days according to terms of invoice received yesterday. Write the note. 24. Sent them cheque in full for invoice of Feb. 10. 28. Received goods for invoice of Feb. 23 on 30 days' time, $310.

Pencil foot the account. What is the balance due Moore & Co.?

A LIABILITY is a debt owed by you. The balance of Moore & Co.'s account, therefore, represents a liability.

You will see that the object of keeping Liability Personal Accounts is to show the amounts due Creditors.

Continue the account.

March 1. Sent them cheque for invoice of Feb. 5. 2. Received goods for invoice of March 1, on account 10 days, $260.25. 3, Sent them 30-day note in full for invoice of Feb. 23. Write the note. 5. Received goods for invoice dated March 2, 30 days, $678.53. 6, Charge them with an error of $6.37 overcharge on invoice received yesterday. 8, Return goods to the amount of $30, billed March 1, as not up to sample. 9, Received goods for invoice dated March 7, on acct. 10 days, $285. 10, Sent cheque for invoice of March 1 (deduct amount of goods returned). 15, Accepted their draft at 30 days dated March 2, in payment of correct amount of invoice of that date. 16, Sent them cheque for invoice of March 7. 25, Received goods for invoice of March 22 on 30 days' time, $268.50. 31, You gave them your note for last invoice, making it for 30 days. Write the note.

As the account is closed, total and rule it.

Present your work for approval