

NOTE.—Account Sales may be rendered at any time, whether the whole consignment has been sold or not. In a fruit commission business, report should be made every evening, and settlement may be made weekly, or at such regular intervals as may be agreed upon.

BOOKS USED BY A COMMISSION AGENT

When goods are received by a commission agent they are entered in a Receiving Book. The consignments are numbered consecutively, and charges are entered which are later posted to the debit of the consignment account. These charges are usually express, freight or cartage, all of which may be classed together as freight. At the end of the month the total is posted to the credit of freight account. When the freight bills are paid they are entered through the cash book and posted either by items or in total at the end of the month to the debit of freight, thus balancing out the freight entered from the Receiving book.

FORM OF RECEIVING BOOK

TORONTO, JUNE 1, 19—

Consignment No.	L.F.	Name and Particulars	Charges			
1		H. ANDERSON, St. Catharines 21				
	15	15/24 crates Strawberries 20/10 baskets Cherries Cartage				25
		2				
2		B. HENDERSON, Welland 37				
	15	20/24 crates Raspberries 25/24 " Strawberries 30/10 baskets Cherries G.T.R. Freight Cartage	3	75	4	25
		Freight			4	50

THE SALES

The record of sales must be kept in such a way as to show not only who is to be charged in the case of credit sales, but also, in every case, what consignment is to be credited. For this purpose, either the name of the shipper, or a number assigned to him at the beginning of the season, is stamped or otherwise marked by the shipper on every "piece" of every shipment. The sales are credited to the proper account by means of this number or mark.

Cash sales may be entered in a Cash Sales book, the total of which is transferred to the general cash book at the close of the day, or all sales may be entered in the same book, special columns being provided for credit sales.

Instead of a book the ordinary counter checks may be used, and these should be arranged into cash and credit parcels, and recapitulated daily.

In a fruit business it is desirable that sales should be reported daily, and if the consignments for the day have not been sold out, the balance may be taken to the agent's account at a price determined by the market for the day, and the whole shipment reported.