

necessary to do in order to check delivery of papers is to make a dash with slate pencil on exposed portion of slate directly following and in line with the name of subscribers to whom papers have been delivered or posted. In a short time after arrival of papers, say half an hour, or longer if thought to be more advantageous, any papers not delivered or called for can have the subscribers' names written thereon and placed in lettered pigeon holes, or in some other place where subscribers can help themselves when they call to get their papers. It is best not to erase pencil marks off slates until nearly the time for arrival of papers next day, so that you will be able to tell, should a second person call for a paper that has already been taken away by another member of the same family or firm, as the case may be, that the paper has already been taken. This slate system of checking is exceedingly handy where a number of subscribers come in with a rush as soon as the daily papers arrive, for at such times you have to check off delivery of papers at great speed, and this you can do expeditiously with subscribers' names arranged on slates in this way.

In case of monthly publications, I think a good way to check delivery, is to have twelve narrow spaces ruled off full length of page on extreme right of right hand page of subscribers' index, when open, and at head of these spaces, or columns, have the name of each month of the year placed in regular order from January to December, one month for each space, then each month as the magazine is delivered or mailed, make a distinct dot or very short dash with a lead pencil under the name of the month for which the magazine is issued, and in direct line with name of subscriber, at the time magazine is delivered. To make one entry of subscribers' name last, say for several years, it would only be necessary to check with a different colored pencil each successive year. Different colored inks could also be used besides the pencils, and by this means the space devoted to checkers could be used for a much longer time than if only pencils were used, as more colors could be produced by using both inks and pencils than with either alone. A different colored check mark would be necessary for each year's checking, so as to be able to distinguish one year's checking from another. After ruling these twelve columns there will still remain sufficient space between these and subscribers' names in which to write several dates of ex-

piry, covering several years. In fact, in the case of yearly subscriptions, all the entry that is necessary to make after the date for the first year is entered, is simply the figures representing the year. For instance, suppose Mr. Blank pays his subscription for any paper or magazine for the year 1890, it would be necessary after entering his name and address, if his periodical has to be mailed, to write immediately following, Dec. 31, '90. But when he pays the price of subscription for the same publication for 1891, all the entry you will have to make are the figures "1891," immediately after "Dec. 31, '90," and so on each successive year so long as Mr. B. continues to pay his subscription yearly, until space following his name in subscribers' index is filled. If the date of subscription should end in any other month of the year than December, this plan works just as well. If you should make a special subscription book such as I have indicated herein, it would be well to find out from Canadian dealers generally what papers and magazines are in demand, and what ones have the largest circulation, in fact you would require to get a comparative estimate of the circulation of each, through each dealer, of all the papers and magazines handled by dealers in the country. Probably the News Company would be the best source of information on this point, excepting for Canadian dailies. This would be necessary in order to give each index letter the proper number of leaves to correspond with initial letters of publications handled by dealers in this country.

Hoping I have made this matter plain,

I am, yours etc.,

A. ROBINSON.

Belleville 25th Jan. 1890.

DEAR MCLEAN,—In reply to your request for suggestions on management of news business, etc., I have only to say I know very little about that class of business. I have never seen any money it, and so have not pushed it. I am sorry that I cannot do anything to assist you, as I am quite certain that, to those dealers who do a large news business, a perfect system would be a great boon, as I think there is no branch of any

trade that has less system about its management than the news business.

Yours truly,

H. FRED SHARP.

St. Mary's, January 17, 1890.

BOOKS AND NOTIONS :

GENTS,—I am sorry to have to part with you ; it has ever been a pleasure to me to meet you on the first of every month, and the information I have gleaned from you has been the principal secret of my success, but the best of friends must part. I am going out of the stationery business, having sold out my stock to Mr. G. W. Burkholder, who comes in on the first of the month. Wishing you every success,

I remain, yours respectfully,

SAM. T. WHITE.

121 and 123 John St. South,
Hamilton, January 28th, 1890.

GENTLEMEN,—Enclosed you will find the ruling for a monthly as well as weekly book for the keeping of periodicals and newspapers. I would suggest that you have, say, two pages at beginning or ending of BOOKS AND NOTIONS, and charge cheaply by the year to booksellers a space so that they might advertise "Magazines" or "Books Wanted" or on hand. It would often help to relieve the trade of goods which many might otherwise keep for years, and save importing which is now in Canada. It would also help to work off school books not used in some parts.

I am, yours respectfully,

THOMAS BOARD.

Windsor, January 22nd, 1890.

BUSINESS CHANCES.

\$100 Wanted for novel invention of clock, going without springs or pendulum, and usable night and day. Address E. Owen, 18 Grosvenor St., Toronto.

FOR SALE.—One of the best located News and Stationery businesses in the city of Hamilton. Stock new and well-assorted. First-class reasons for selling. Apply to Box 1216, Hamilton, Ont.

CENTURY MAGAZINE—\$4.00 Per Year—35c. Monthly.

Folio Ledger.	1st quarter.	2nd quarter.	3rd quarter.	4th quarter.	Number.	NAME AND ADDRESS.	How sent.	1890	January	February	March.	April.	May.	June.	July.	August.	Sept.	October.	Nov.	Dec.
230	1	Davis, John, Esq., Walkerville	Del.	1	1	1	1	1	1	1	1	1	1	1	1	1
240	2	Wardrop, J. H., Pelee Island, Ont	Mail	1	1	1	1	1	1	1	1	1	1	1	1	1
180	3	Jones, Mr., Detroit	Call.	1	1	1	1	1	1	1	1	1	1	1	1	1

MONTHLY PERIODICAL BOOK. THOMAS BOARD, Windsor, Ont.

DAILY MAIL—\$5.00 Per Year—12 1/2c. Coll., 15c. Del.

Folio Ledger.	1st quarter.	2nd quarter.	3rd quarter.	4th quarter.	Number.	NAME AND ADDRESS.	How sent.	Put on.	Stopped.	REMARKS.
116	1	Patterson, J. C., Esq., M P. Gouyeau street	Del.	Jan. 7	December 31	
171	2	Freble, Frank	Call.	do	February 28	Gone out of town.
218	3	Wright, Dr., 15 Leonard street, Detroit	Mail.	do	June 5	Taking Empire.

DAILY AND WEEKLY PAPER BOOK. THOMAS BOARD, Windsor, Ont.