

order: Name of roadmaster; number of section; actual mileage of main, side, yard, industrial and other tracks, turnouts, switches and crossings in separate columns; number of miles of main track to which the total actual mileage of the section is equivalent; number of laborers employed; total cost of labor employed; cost of once-used material; cost of new material; cost of tools and equipment, including repairs; cost of track ties (separate account); cost of tie plates (separate account); total cost of labor and materials; total cost of each mile of main track or its equivalent; total of each of the foregoing items on all sections of each roadmaster's territory and average cost per mile of main track.

The increase in economy on the division during the operation the methods described have been in force, has been substantial.

ECONOMY IN THE OFFICE.

The efforts that railway managers are making to stop waste in small things as well as in great ones are illustrated by a circular entitled "Office Economies," which S. M. Felton, president of the Chicago Great Western, has sent to all office employees of this road. The circular, which has a sub-title, "How You Can Help Save the Pennies," is as follows:

Appeal having been made to employees in all other branches of the service for co-operation in the effort to reduce expenses, we reach one where the easiest and at the same time some of the greatest economies can be practiced. It has been demonstrated that by exercising judgment and care in the ordering and use of office stationery and supplies you can accomplish much toward the desired end. The items where savings can be effected may seem insignificant in themselves, but when considered in the aggregate they represent an annual amount equal to more than your month's salary.

A few suggestions along these lines are:

Letterheads—In addressing letters to various departments of the road if plain paper is used instead of printed letterheads a large reduction in printing bills will result.

Where a letter is spoiled before being completed, if the sheet of paper is laid aside and used as scratch paper instead of being thrown in the waste basket, the full value of using it will be obtained and less scratch paper will have to be ordered from the stationer.

Carbon Paper.—Experiments show that from one sheet of carbon paper one hundred legible copies can be made. Carbon paper deteriorates with exposure and the least possible number of sheets should be ordered at one time. Use each sheet until an equivalent of one hundred copies is made and you will obtain its maximum degree of service.