

Business Changes.

S. E. Alison, Port Perry, Stationer—Burned out.
Baird & Parsons, Port Perry, Publishers—Burned out.

W. J. Benner, Port Elgin, sold out the *Free Press* to J. H. Ross.

Buckley & Allen, Halifax, N. S., Stationers, dissolved. Business continued by T. C. Allen. Same style.

Geo. H. Craig, Dartmouth, N.S., Stationer, admitted Joseph A. Craig as partner.

W. J. Gage & Co., Toronto and Winnipeg, Booksellers, have closed up their Winnipeg branch.

W. H. Hender, Alliston, Publisher—Burned out.
A. McArthur & Co., Montreal, Wall Paper manufacturers, have admitted James Worthington as a partner.

W. H. McCaw, Port Perry, Stationer and Fancy Goods—Burned out.

J. H. Rosenbaum, Toronto, Stationer—sold out, going to New York, succeeded by Thos. McCormack.

W. H. Saunders, Winnipeg, Wall Papers—Retiring from business.

D. C. Sullivan, Walkerton, Printer—sold out.

M. E. Thorner, Hamilton, Bookseller—sold out to J. Clapperson.

Wilson & Lamb, Montreal, Publishers—Estate advertised for sale.

Every printing office in which job work is carried on should preserve a record of each job, showing all the particulars connected with it. This would prove of great value in making estimates in the future, as well as afford means for determining the proper charge at the present. Every job, when entered on the book, should have a number assigned to it, which number should be attached to the copy by a label or in some other manner, and also entered upon a time-ticket. By such simple means the job could be traced from the time of its first entry upon the books until it left the office, and referred to when occasion might require. It is an excellent plan, when a job in coloured ink is done, to file away a sample of it, with a record on it of the amount of ink used of each colour. By comparison between several different jobs in coloured ink, one may form a tolerably accurate idea of how much will be required for a similar one.

The Shannon File, advertised on opposite page, is for sale by the following:—

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BUNTIN, GILLIES & Co., Hamilton.

MORTON, PHILLIPS & BULMER.	} Montreal.
DAWSON BROTHERS.	

BEICHLKY & ALLEN, Halifax.

R. D. RICHARDSON, Winnipeg.

J. B. FERGUSON & Co., Victoria.

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