

Later Date Set for Business Show

Information Supplied by E. R. Wood, One of the Managers. Date Fixed for Nov. 16 to 21. Names of Exhibitors. Detail Information.

In order to secure a more favorable date, after election excitement has subsided, the management of the National Business Show, Massey Hall, Toronto, have arranged to have the show on the week from November 16 to 21.

"We are already sure of a representative business show," said Mr. Hen. R. Wood, one of the managers, to THE OFFICE EDITION. "It will comprise a diversity of displays of office equipment and specialties such as has never before been gathered together in Toronto."

"The reason for holding business shows," continued Mr. Wood, "has been shown beyond question in the United States. Every business man is searching for ways to improve his business methods, in office, factory or warehouse. He is on the alert for new things, new ways, short cuts of all kinds. He is not content to let his employees decide what new machines or appliances shall be installed or rejected. Yet he has not time to go about from one place to another to examine in operation all the specialties he hears of."

"The business show solves this problem. Busy men spend a few hours at such a show and have the opportunity of closely examining under most favorable conditions any specialties they have become interested in or that may win their attention as they pass by."

"We have already assurance of an exhibition that will attract leading business men to it. Among the concerns who have already expressed their intention of taking space are the following:

- 5—Reserved for Library Bureau, Ottawa.
- 15—Defiance Machine Co., Rochester, N.Y.
- Baird Mfg. Co., Chicago, Ill.

- 16—Universal Folding Machine Co., Chicago, Ill.
- Acorn Brass Mfg. Co., Chicago, Ill.
- 17—Canadian Appraisal & Audit Co., Toronto.
- 18—CANADIAN MANUFACTURER Pub. Co., Toronto.
- 19—United Typewriter Co., Toronto.
- 29—Reserved for Adams Furniture Co., Toronto.
- 30—Monarch Typewriter Co., Toronto.
- 32—The MacLean Publishing Co., Limited Toronto.
- 31 and 36—Elliott Fisher, Limited, Toronto.
- 32—Reserved for the Smith-Premier Typewriter Co., Syracuse, N.Y.
- 33—International Time Recording Co., Toronto.
- 37—American Multigraph Sales Co., Limited, Toronto.
- 38 and 39—Reserved for Remington Typewriter Co., Toronto.
- 40—Universal Polygraph Co., Toronto.

In addition to the above the managers of the business show have reserved several spaces under special representation contract with United States manufacturers of office appliances and equipment.

"Among the specialties to be shown by these concerns are adding and listing machines, billing machines, typewriters, duplicating machines, office furniture, a machine which sorts, counts, and packs coins, rejecting bad coins of wrong size, folding machines, time recorders, appraisal and audit systems, dictation machines, envelope sealing machines, letter copiers, office systems, etc. To see all this machinery in operation and to have a full opportunity to compare different makes of machinery of similar class will be worth the time and attention of business men."

"Tickets for this show may be secured on application to any of the firms mentioned."

forms could be printed right through at one writing with the insertion of a sheet of carbon paper, this work could be cut in two. The saving of one operation was thus to be accomplished by the simple detail of providing the proper arrangement of the matter on the forms, so that they could be used with a carbon sheet.

OBSERVATION REVEALS ECONOMICAL METHODS.

Another example of a similar nature was that of an insurance concern, wherein an immense amount of work accrued from the necessity of filling in blank notices of premiums coming due for mailing to policyholders, and the subsequent writing out of a receipt for same when remitted. The method pursued without a thought of possible improvement, was to run one slip into the machine at a time and fill it out—the notice at the time it was sent, and the receipt later, after premium had been paid. A bright typewriter system man came along with his eyes open and perceived the possibility of printing several forms on one sheet and saving the insertion and withdrawal of the form about five times out of six. He further perceived the perfect feasibility of making the sheet of receipt forms register with the notification forms, since they contained practically the same typewritten matter, i.e., name, address, policy number, amount of premium, etc. This was done. A sheet of six receipt forms, now register with six notification forms, and with the insertion of a sheet of carbon paper, both are filled out at one writing.

A very simple matter is the development of such improvements as this, yet it is generally overlooked to-day. The saving in time effected amounts to a good many dollars in a month or a year, and is worthy of attention.

SPECIAL MACHINES.

It is pertinent here to call attention to some of the admirable developments due to the initiative of typewriter companies in adapting their machines to special requirements.

In the use of the loose-leaf sales journal, the typewriter is now adapted to write a bill and a journal record at one writing. This is accomplished by a special construction of the platen, which provide two sets of feed rolls, the outer set grasping the wider sheet, which is the sales journal sheet, and the inner pair grasping the bill. A lever operating the inner rolls, permits of the insertion of a bill, and its withdrawal independent of the sales journal sheet. In combination with a sheet of carbon the result is to permit the writing of one bill, the carbon duplicate falling on the sales journal; the bill being withdrawn a fresh bill-head inserted and another bill written, the carbon duplicate falling below the previous one on the sales journal record, and so on, until the sheet is full, when it is re-inserted with the opposite side out, and this page filled with the charges, whereupon it is returned to the binder, and a fresh sheet taken. This process provides a typewritten sales journal, easily deciphered for posting, neat, legible, and an exact copy of the bill. It is a condensed record, easily footed and carried forward to the end of the month, providing a total for cross entry to the credit of merchandise. Compared to the obsolete copy book the result is infinitely superior.

Typewriting and Loose Leaf Methods

Noting Some of the Ways in which the Utility and Perfection of Both May be Enhanced.

By H. C. TUTTLE IN OFFICE APPLIANCES

The average office has not really awakened as yet to the fact that the typewriter can be something besides a letter-writing machine. Some of the modern offices, wherein some advanced "spirit" dwells, have indicated some of the ways in which the combination of some unique system and the typewriter has been planned with special reference to the most economical and comprehensive way of doing things.

The fact that the typewriter can be made to do something besides write letters seems scarcely to have dawned upon a great many individuals and concerns. Asked if they do their billing on the machine, they will reply, "No, we haven't time to do it that way." Just as if the fact that they were writing their

letters on the machine was not on the basis of it being neater and quicker.

As illustrative of how little thought is given to the combination of methods to accomplish the best and most economical results; in a certain concern the billing was being done on the typewriter and in addition it was necessary for a slip to be written for the collection department called a "Draft Notice," which was filed in a tickler system to call up the date upon which it would be desired to make draft on the consignee for the amount of the bill. This was being done with two operations—writing the bill, and writing the slip. By simply printing their forms in register, so that the information which was called for on both