

CODE WORD

BALE

BOOKKEEPING AND BUSINESS PRACTICE.



Bookkeeping by Single and Double Entry, including Introductory Business Practice. By P. McIntosh. Handsomely bound in cloth. Revised and enlarged. 8 by 10½ in. 265 pp. Price, \$1.50.

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Business practice is made an important feature of the work from beginning to end. The first exercise is a business practice. The student is taught the meaning of a business transaction and how to draw up the forms used. The use of the Loose Leaf Ledger, the Card System, the Manifold Bill and Charge System, and similar devices, is made part of the student's practice from beginning to end.

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