SYSTEM IN INDUSTRIAL ESTABLISHMENTS

BY A. J. LAVOIE.

(Registered according with the Copyright Act.)

THE ORDER: CONTINUED.

If there are none of the specified articles in stock, then fill in card form No. 34 and 35, immediately after the proper requisition has been made, and enter the requisition number on this card (as already specified, the minimum and maximum is to be determined by the engineer in charge of the job); also enter the requisition number on part list form No. 96. After checking form No. 96, you will have exact knowledge of what articles are in stock—rough or finished, and what have to be made in the works or bought outside, and moreover, know on what sheet it is ordered, together with the date, hour and minute the General Store Requisition was sent to department No. 2, etc. Forms No. 26 and 27 are made in triplicate; the original and duplicate being sent to department No. 2 for approval, and from thence transferred to production office in department No. 4. The triplicate form is sent to the receiving office to be used also by the inspector and is placed on file therein, in numerical order, (1) to serve as a record of the requisition; (2) to apprise the receiving office that the lacking articles have been ordered; and (3) to call the attention of the inspector to the fact that certain articles not in stock have been duly ordered by formal requisition. Upon receiving the duplicate form from the production office—having similar marks to those made on the original—the inspector is able to verify and check his triplicate copy, and is thus in a position to notify department No. 3 of any change that may have been made before it reached him—the inspector. In this way avoiding trouble when assembling machines, i. e., discovering that some parts have been cancelled, while others have been incompletely ordered. As a precautionary measure, the triplicate forms are first filed separately in numerical order, until the duplicate corresponding to the triplicate is received from the production office. If the duplicate is not received at time promised, within an hour or day at most, a "hustler sheet" must be sent straightway to the production office. If this part of the system is carried out with promptitude then there can be no excuse if the work is not ordered in time. When the duplicates are delivered to the receiving office, having been approved by the inspectors, it may be discovered that important changes have been made thereon, if so, see to it that the stores record card is made to correspond at once. Then file away your duplicate, in consecutive order, on a separate file. This done, remove the triplicate from its file and transfer same to the cost department, to be placed next to the original, until the duplicate arrives to divide them.

Now coming back to the original and the duplicate, after they have been made by the general store, sent to department No. 1, then on to department No. 4, what becomes of them? Let us see.

The original and the duplicate forms No. 26 and 27 after being prepared in the store offices, are sent to department No. 2 and approved, then transferred to production office in department No. 4.

A. J. LAVOIE'S SYSTEM No. 28 — PRODUCTION DEPARTMENT

FOREIGN SHIPPER PLEASE NOTE

I will not pay for boxing or packing

Send all invoices in duplicate, and state terms on each invoice. The original of foreign invoices must be certified for use at customs. Please send invoices with bill of lading on the same day goods are shipped. All communication relating to Purchasing Order, or invoices must be addressed to the Purchasing Office, P.O. Box 46, Longueuil, P.Q., Canada.

I will not be responsible for any goods delivered without Purchasing Order. Kindly enclose packing slip in each package, number each package, and put this number on invoices.

DATE ..... 190..... TO MR. .....

ADDRESS .....

*PURCHASING ORDER No. .....

THIS NUMBER MUST BE PUT ON ALL CORRESPONDENCE AND INVOICES, OTHERWISE THEY WILL BE RETURNED.

PLEASE SHIP TO **A. J. LAVOIE'S SYSTEM,** LONGUEUIL, P.Q., CANADA

VIA, ... STATE TERMS AND DATE SHIPMENT WILL BE MADE

This Purchasing Order is issued to fill General Store Requisition No. .....

And Job No. .....

The above two numbers are no good to outsiders.

A. J. LAVOIE'S SYSTEM

..... Purchasing Agent

Printed Blue on Bond or Linen Paper (Pink Paper), padded at top only, in the following arrangement, 1st sheet to be of 20 lb. paper, 2nd sheet to be of 20 lb. paper, 3rd sheet to be of 80 to 100 lb. paper or light board. Each sheet to bear the same number, from last number furnished. *Numbered in triplicate as mentioned above.

If articles are to be purchased, both original and duplicate forms, No. 26, should be given to the purchasing office, so that the articles can be ordered immediately on triplicate form No. 28.

The purchasing agent should not forget to scrutinize his index cards in order to see if any special prices, or delivery dates were asked for on the articles in question. This is very important, because the market prices of the goods may have increased since the date of quotation. This is important, especially if large quantities are needed. On the other hand, if the prices are lower, this advantage should not be missed.

A reserve stock may have been kept in hand by the dealers, awaiting your answer about the particular contract.

It is good business practice to immediately notify the dealers, if your tender has been rejected by the customer. Thus giving him a chance to dispose of his stock to advantage in some other quarter. There is still room for the