

CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

An army of clerks are required to handle the Freight business of the railways. A glimpse into the Freight Offices at Toronto, Montreal, Winnipeg, and the smaller cities and towns will convince you.

Hundreds of Telegraphers are handicapped on the railway at present on account of not having a knowledge of the Freight business. Good Telegraphers and good Ticket men are obliged to turn down promotion, on account of not knowing the Freight work.

Think of the enormous Freight business the railways are doing now. Think of the electric radial lines, that will be handling Freight. Thousands of Clerks, Freight Agents, etc., will be required. You do not have to give up your present position to qualify in this work—learn it at night.

SUBJECTS TAUGHT

Shipping. Bills of Lading. Way-billing. Classification. Local Freight Shipments. Through Freight Shipments. Live Stock Shipments. Through Way-billing. Exports. How to Handle Inward and Outward Freight. Advice Notes. Warehouse Books. Inward and Outward Freight Reports. Over, Short and Bad Order Reports. Tariffs, Cash Book. Remittances. Balance Sheets. Office Systems, etc.

STATION AGENTS' COURSE

In addition to our regular course in railway and commercial telegraphy, we have inaugurated a complete system of instruction in a Station Agents' Course, including Freight, Tickets, Express, Baggage and Railway and Express accounting.

We have a full set of Freight and Passenger Tariffs, Classifications, showing freight rates on any commodity, both car load and less car load, between any point in Canada or the United States, on all railroads. We also have passenger tariffs showing fares between all points in Canada and the United States. There is no railroad office that has a more complete set of tariffs. We also have a complete set of forms and books as used in railroad stations, and the railroads are only too pleased to keep us supplied with all the forms we require. This branch of our institution is under the personal