

DATING STAMPS

Every office, sales department, receiving department, and shipping department as well, should be provided with dating stamps. Band daters, neat in general appearance and efficient in work, are of the greatest convenience, and are at the present time obtainable at so small a price that it is poor economy to be without them. Giving each clerk who has anything to do with the records one of these daters, and demanding that every paper that he handles shall bear a date, will be found to work greatly to the advantage of the business and to be conducive to thorough system.

Every letter received in the office, as well also as every invoice and memorandum, of whatsoever nature, should be stamped with the date at which it comes to hand. In turn, every shipment, and every receipt of goods, and every delivery, of any kind whatsoever, should be similarly dated. If a stenographer is employed the notebook in which dictations are recorded should be likewise dated from day to day.

In many cases it is expedient, so far as the immediate work of the office is concerned, to go a step further and employ an automatic time stamp, which, in addition to the day, month and year, will also print the hour and minute. Devices of this kind, although somewhat expensive in first cost, are really economical in view of the great advantages that follow upon their use.