

THE OFFICE

DEVOTED TO THE
OFFICE STAFFS OF
BUSINESS
ESTABLISHMENTS

ACCOUNT REMITTANCE.

By H. R. W.

TO the retail merchant who will not take advantage of the saving of time, labor, and expense by settling all accounts by sight or time drafts, as described in a recent article on this page, the following suggestions in regard to remitting by cheque or money order, might not be out of place.

In the first place, when the wholesale merchant agrees to look after cash discounts for the retail dealer, by drawing systematically, but the retail merchant prefers to remit, advantage should not be taken when the terms are, say, 30 days, by allowing the account to remain outstanding, say, 60 days, and at the expiration of this time, remitting, and deducting full cash discount.

As a rule, a statement will be sent, either at the first of each month, or a few days before the account becomes due. When remitting, this statement should be returned to be receipted. In nine cases out of ten the customer will simply send a cheque or money order in a letter, stating that he is inclosing it, without any explanation of how the amount is made up, and it therefore necessitates, sometimes, considerable correspondence which might be eliminated by returning the statement, with particulars and deductions, as mentioned above.

Extra care should be used in remitting to ascertain that the cheque is properly made out and signed, and that the post office order is accompanied by a letter or statement in order that the receiver may know whom to credit. Instances occur daily where remittances are received without any trace other than the postmark, or when they originated. Stamps are very often attached to post-office notes to make up an amount, but they should not exceed ten cents., as post-office notes are provided for amounts of ten cents. and over.

It is hardly necessary, when returning a statement to be receipted, to write a letter stating that the cheque is inclosed, unless some explanation is deemed advisable in regard to deductions made.

To the merchants doing a fairly large business it might be advisable to have cheque and statement combined in one form, the latter being placed to the left of the cheque proper, no fold being necessary and no acknowledgment being called for. When an account is small, say, under \$5, a money order should be sent in preference to a cheque, unless the latter is marked "Payable at Par," as it is unreasonable to be obliged to pay 25c. exchange on so small an amount, and usually the cost of remitting will be allowed by the recipient.

DEARTH OF GOOD BOOKKEEPERS.

IN spite of the fact that there is supposed to be a plethora of clerks in all commercial centres, it is a well-known fact that it is difficult to get first-class office hands, notwithstanding the fact that employers are ready to pay substantial salaries. The head of a well-known firm in Toronto has within the last few days been touring the offices of accountants, auditors, etc., in search of a

good bookkeeper. To a representative of "The Dry Goods Review," he said that he was driven nearly to his wits end trying to find a good man for the position.

"We recently took a man on," he said, "who professed to be a chartered accountant and an expert in all book-keeping matters, but he has made such a bungle of our books that if we keep him on much longer we shall be ruined."

DESKS FOR GIBRALTAR.

THE Office Specialty Manufacturing Company advertised desks and office furniture in "The Canadian Grocer" more than a year ago. The other day they received an order from the Anglo-Egyptian Bank, at Gibraltar, for a roll-top desk, chair and table, etc.; in fact, a complete outfit for the manager's room at their Gibraltar office. It is expected that as a result of this, further orders will follow, not only from this bank, but from Gibraltar and other Mediterranean ports.

A UNIQUE SYSTEM.

E. & S. CURRIE, wholesale men's furnisners, use a unique system of acknowledging the delivery of parcels addressed to their travellers. With each parcel, a slip with a duplicate is also sent, and the traveller is required to fill in date, place of receipt, his name and what the parcel contains, and mail the duplicate to the home office. In this way errors are eliminated, and the firm know exactly where their employee is.

LOSSES ON OFFICE-SAVING DEVICES.

HE is a wide-awake business man who keeps his eyes open for office-saving devices. At the same time he needs to be extremely careful that he does not discard one system for that which is worse. That some of them do as has been made evident to us several times where expensive systems of bookkeeping, in some instances, costing in the neighborhood of \$2,000, have been found totally inadequate for the requirements of the business after being put in. We know of one instance where such a system was never even employed after being taken into the office on account of its intricate and impracticable methods.

OFFICE FITTINGS.

THE Geo. B. Meadows Wire and Iron Company, manufacturers of bank and office fittings, etc., Toronto, during 1902 fitted out no less than 30 branches for Canadian banks in Canada. The territory extended to the extreme points of the compass, including one contract for the Bank of Commerce at Dawson City, Yukon, and one for the Bank of Montreal at Glace Bay, C.B. They are also at present completing a set of fittings for the Union Bank at Court Spain, Trinidad, while the two handsome offices of the Bank of Toronto, in course of erection in the "Queen City," will also testify to their ability in this line.