

8	Cash paid for postage stamps, and \$10 each to Edward Smith and James Jackson.	8	See Entries in Cash Book, page 11.
9	Bill Receivable No. 1, deposited in Bank for collection.	9	All Bills and Drafts collectable at a distance should be deposited in Bank, two or more days before maturity, to ensure presentation on the due date. In the case of good customers of the Bank, such deposits are accepted as cash, less collection charges.
10	Bank draft purchased in favor of Fletcher & Co., for \$975.	10	This is to take advantage of the cash discount. The amount of a/c is .... \$1,000 Less cash dis., 2½ % ... .. 25 Leaving ..... \$975 To this add Bank Commission or Exchange, and give Cheque No. 6, page 9. Enter in Bills Receivable Book. See page 12.
11	Promissory note received from Phillips & Co.	11	
12	Bill Receivable No. 4, deposited in Bank for discount.	12	Credit Bills Receivable a/c with the amount, and charge Bank and Interest a/cs with proceeds and discount, as shown on pages 10 and 11 in Cash Book. Deposit the Bills or Drafts for discount—commercially known as "paper" at the Bank on the day when funds are needed, and get memorandum of proceeds on the day following, to check over, before entering in Cash Book.
13	The Bank presents for acceptance a sight draft for \$487.50, made by Rogers & Co.	13	As this is correct, it is accepted in the way described at page 29, and a memorandum made in Diary—see page 39—for the third day thereafter, when a cheque—see No. 7, page 9—is handed to the Bank.
14	The purchase of the office and warehouse building from Jas. Best & Co. is arranged. Price, \$1,000 net cash.	14	Payment is made by Cheque No. 8, on page 9.
15	This building is insured for the usual two-thirds value.	15	Premium paid by Cheque No. 9, page 9.
16	Note drawn in favor of H. Harrison for \$300.	16	Enter in Bills Payable Book. See No. 5, page 12.
17	The Bank presents for acceptance a draft at 2 months, from 5th January, for \$100; made by T. Harwood.	17	Accept this, as shown at page 29, and enter in Bills Payable Book, as No. 6, page 12.

## Invoice (Sales) Book,

which in many businesses largely takes the place of the Day Book, is simply an ordinary large-sized copying book, in which, by means of the copying press, an exact copy is kept of every invoice; thus serving not only the purpose of a Day Book as regards credit sales, without the time and labor involved in writing out the items a second time, but by showing a *fac simile* of the document sent to customer, mistakes, which might otherwise be made, are rendered impossible; while such a copy is always available for reference in the event of dispute or misunderstanding.