

SET VIII

SHIPPING AND COMMISSION BUSINESS

INSTRUCTIONS

- (a) BOOKS TO BE USED.—Shipping Book, Receiving Book, Sales Book, Journal, Cash Book, Ledger.
- (b) The ruling of the books may be as in the illustrations given in the text, or as the teacher may direct. Separate books may be kept for Cash Sales and Credit Sales. The Ledger may be in one book or it may be subdivided into General, Purchase, Sales, Shipment, Consignment. The special columns in the Cash Book must be made to correspond with the divisions of the Ledger.
- (c) Commission at the rate of 15 per cent., unless otherwise directed.
- (d) The number beside the name in the directory is the number assigned to that shipper, and is stamped on all his shipments.

DIRECTORY

Briggs Safe Co., Galt.
Brown & Co., W. G., Oakville.
City Market Co., Montreal.
Glover, C. E., 42 St. Catharines.
Green, J. W., Oshawa.
Harding & Co., F. W., Toronto.
Harris & Co., Wm., Toronto.
Hunt & Co., D., 25 Buffalo.
Keene & Co., John, Montreal.
Morgan & Co., R., Montreal.

Palmer, T., Montreal.
Simpson, T. R., 57 Smithville.
Smith & Co., Chas., 34 Montreal.
Stevenson & Bro., Jas., Toronto.
Thompson, H. L., 17 Niagara Falls.
Warner, S., Peterboro'.
Winters & Co., John, Toronto.
Woodard & Co., T., Kingston.
All others, Toronto.

MEMORANDA OF TRANSACTIONS

- Toronto, Sept. 1, 19 . J. D. Williams commences a Fruit and Produce Commission Business at 125 Colborne St., where he has leased an office and warerooms at \$600 per year. He invests cash, \$5000, and engages student as bookkeeper at \$15 a week : M. B. Smith and F. Andrews as salesmen at \$10 a week each.
- Pay rent for one month in cash.
2. Bought on account from John Winters & Co., office stationery, \$27.43. Deposit in the Merchants Bank, \$4560.
4. Bought for cheque, 1 desk, \$37.50, and other office furniture, \$22.35.
Bought on account from the Briggs Safe Co., a safe for \$125.
Received from C. E. Glover, for sale on his account, 90/10 baskets Peaches, 75 6 baskets Grapes.
Paid transportation charges in cash, \$3.25.
5. Received from John Keene & Co., to be sold on their account, 25 crates Onions. Freight not paid, \$6.75.
Sold to F. W. Harding & Co. from Glover's consignment of the 4th, 80 baskets Peaches at 75 cents, 60 baskets Grapes at 25 cents. Took to our account the remainder of Glover's consignment at the above prices, and reported the sale : proceeds credited.
Paid petty expenses in cash, \$3.19.