

INTRODUCTION TO SINGLE ENTRY.

portunity of detailing the services of each day. Of course it is designed for a Tradesman or Manufacturer.

MEMORANDUM BOOK OR BLOTTER.

In this book you or any person in your establishment should invariably set down anything of note that may transpire from day to day, and particularly orders given, or contracts and bargains made (which in every case should be so written that both parties might sign the book until more formal papers could be drafted if need be), also memoranda of work done, and a note when goods are returned; there is hardly a limit to the applicability of this book.

DIARY.

It is generally well known what a Diary Book is, yet to make this work complete, reference is made to it merely to show its importance. When a transaction or an appointment, &c., is to take place on a future day, the note is made under the date when the appointment or engagement is to take place; this memorandum is put in the proper place in your Diary so soon as it is settled when it is to take place—thus:

On _____ day of _____ my note falls due at _____ Bank, \$ _____

On _____ day of _____ my Insurance at Queen Insurance Company falls due, \$ _____

On _____ day of _____ Mr. B. leaves for England, and will take letters for me.

On _____ day of _____ a meeting of Stockholders G. T. R. Co., at _____ p. m.