Drawers are hand dovetailed front and back. Drawer bottoms are 3 ply, panelled into the sides and held in place by a spring device, allowing the bottom to adjust itself to atmospheric changes without cramping by which letters, written from typewritten

The frame is securely held together by special threaded rail bolts, insuring the greatest solidity. All hardware is of solid cast bronze, hand buffed, or rich and heavy

## PERSONAL LETTERS BY THE THOUSAND.

The consensus of experience among business men is that no other class of letter or for years sought to reduce the expense of four or five days for one's own typewriter

by which the cost of actual typewritten be secured in a few days from this concern, letters could be lowered.

By recognizing the possibilities of this business and by building up an organization in one's own office. type through the ribbon, are prepared by the thousand, the Actual Typewritten Letter Co., 511 McKinnon Bldg., Toronto, have reduced the cost to a figure below that possible to any single office not equipped as they are to turn out such letters.

This company have been in business hardly a year yet have built up a strong connection and have received from many customers expressions of appreciation of work done.

To the industrial, commercial or financial circular reaches and influences buyers as office the existence of such a concern should does the personal letter. Business men have be of interest. Instead of having to wait

are of solid wood, of large surface and flat preparing typewritten letters and have to write persona' letters to a big list of been quick to appreciate any new system prospective customers the entire supply can each letter being written up to standard and at a cost below what it would cost to do them

## OUR WORK A PART OF US.

HENRY VAN DYKE

We cannot divide our work from ourselves, nor isolate our future from our qualities. A ship might as well try to sail north with her jib and south with her mainsail as a man to go one way in conduct and another way in character. What we do belongs to what we are, and what we are is what becomes of us.

## Perpetual Inventories for Manufacturers

ITS ADVANTAGES AND HOW IT MAY BE MAINTAINED WITH LEAST TIME AND LABOR.

BY J. B. GRIFFITH IN THE BOOKKEEPER.

considered as exhibiting a correct inven-

Do not misconstrue this definition. We system.

than an accurate accounting of all goods counts must be capable of proof by a check that come into and go out of the house, of some description, else the way of the these records to be checked by an actual falsifier of accounts would be easy indeed. physical inventory with such regularity and The mistaken idea that a stock record sysfrequency that the accounts can safely be tem should be expected to check itself seems to be responsible for the misconception of the value and function of such a

Supplies Stores Material Article Size or Kind Location RECEIVED USED ONHAND Net Amount Quantity Amount Quantity

do not advocate the substitution of a book account for an actual count of the goods. The physical inventory is necessary just as it is necessary to count the cash to verify the cash balance, but, generally speaking, just as accurate account should be kept of claims the fact that it is necessary to take many plants materials are found scattered

MANNER OF STORAGE.

When a stock system is installed, the first essential is the proper storage of the goods. In a manufacturing plant, for in- therefore, a system of units is advisable. tral storage rooms for materials and parts. others, provision must be made for unlimstock as of cash. They who pronounce all These storage rooms should be located ited expansion. For such records, cards stock record systems impractical and un- with special reference to the departments or loose leaf books are the most satisfacreliable, usually cite in support of their in which the materials are to be used. In tory.

To begin with, what is meant by a per- a physical inventory to prove the records, about the shops until needed and then the petual inventory? Nothing more nor less True, it is, but it is also true that all acchances are that when a workman wants that particular material, it is overlooked and a new supply purchased. More time is wasted in finding the material for which no definite storage place is provided than would be required to take it to the storeroom and withdraw it when needed.

The location of the storeroom having been decided, the next question is the arrangement of the stock. No arrangement which will answer for all classes of stock is possible, but the room should be provided with such shelves, bins, racks and drawers as will best accommodate the stock. In storing the goods, the frequency with which the various items will be called for, as well as the bulk and weight, must be considered. So far as possible the goods most frequently needed should be placed in the most accessible location, while those articles seldom called for may be placed on the top shelves, and in the more inaccessible corners.

The stock should be grouped in classes. all goods of the same class being kept together. A well-regulated wholesale or jobbing house has the various lines of goods located on different floors and arranged according to sizes, brands or quality so that any article can be quickly found.

## THE STOCK RECORD.

A stock record to be of value should at all times exhibit the exact condition of every item in stock, therefore, an account showing only the value of the entire stock will not suffice. There should be a separate record of each item or class of goods; stance, there should be one or more cen- Since certain items are more active than

One sheet should be used for each article