
























## Figures, etc.

Small numbers should be written in figures, except the figure ONE when standing alone. Large numbers should be written with their outline in connection with the small figures; also, with the dollars, cents and pounds, thus:







  
 700    \$400    \$200    \$6,000    \$7,000,000    \$100,000






  
 3 lbs.    8 lbs.    100,000 lbs.    4,000,000 lbs.    8,000










  
 20    30    40    50    60    70    80    90    8 feet 3 inches




  
 \$123.42    \$28.91    7654    3 book 4 chap. 27th v.

## Letter No. 17

MR. G. J. TERRELL, Dayton, Ohio.

Dear-Sir:—We have your letter of recent date, asking our opinion of Mr. T. H. Jayson.

We are pleased to say that Mr. Jayson was in our employ five years and we consider him a man of excellent character, possessed of good executive ability and