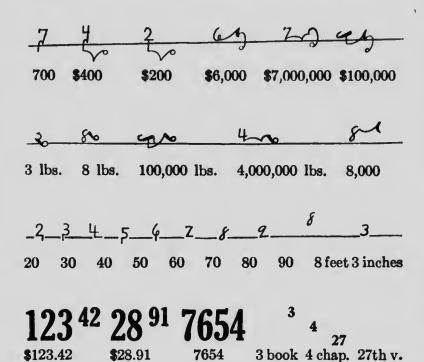
Figures, etc.

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:



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