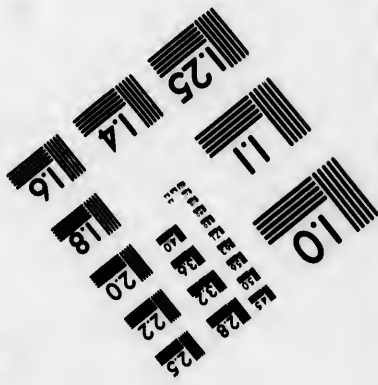
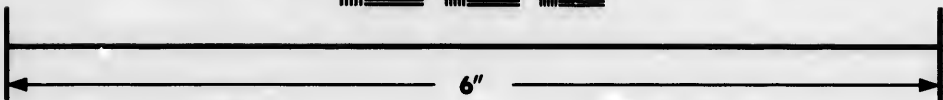
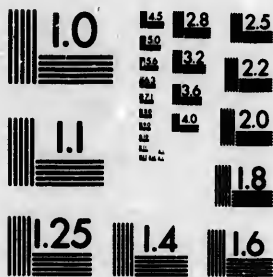


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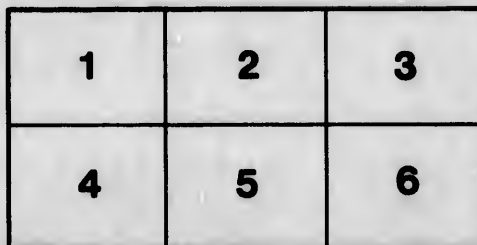
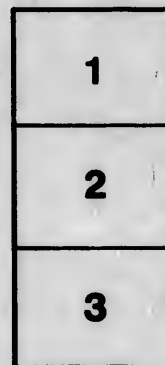
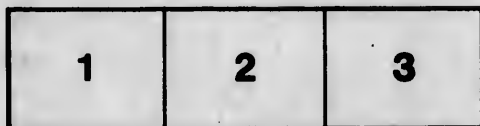
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# BUSINESS TIPS

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## MERCANTILE DICTIONARY

CONTAINING EXPLANATION OF

TECHNICAL TERMS,

BUSINESS FORMS,

and OFFICE WORK.

COMPILED BY

ALEC THOMSON,

ASSOCIATE OF THE INSTITUTE OF ACCOUNTS, COMMERCIAL MASTER  
OF THE HIGH SCHOOL, MONTREAL, AND MASTER OF BOOK-  
KEEPING AND BUSINESS-PRACTICE Y. M. C. A.  
AND Y. W. C. A., MONTREAL.

*WITH PREFACE BY GEO. MURRAY, B. A.*

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MONTREAL:  
WILLIAM DRYSDALE AND COMPANY,  
232 ST. JAMES STREET.

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Entered according to Act of Parliament of Canada in the year of our Lord one thousand eight hundred and ninety, by W. Drysdale & Co. in the office of the  
Minister of Agriculture.

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PRINTED BY THE CANADA BANK NOTE CO. LIM., MONTREAL.



## PREFACE.

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I have been asked to write a few words of preface to a "Mercantile Dictionary" compiled by Mr. Alec Thomson, of Montreal, and I cheerfully comply with the request.

The Work contains clear definitions and ample explanations of all the technical terms that are ordinarily used in the business forms that are necessary in office work. One of the special features of Mr. Thomson's "Dictionary" is that all the business forms supposed to be used in, or outside of, the office, are exact reprints of actually existing documents, and are here employed to illustrate imaginary transactions that are fully explained in the text. The most important of these are bank checks, bills of exchange, including drafts, promissory notes, home and foreign bills, deposit slips, discounting bills, orders, accounts of sales and purchase, receipts, invoices,—home and foreign, and the numerous papers connected with Custom House work. These latter are undoubtedly of great value, as the passing of entries at a Custom House is often a trying time for an inexperienced clerk. Fully appreciating this fact, Mr. Thomson has inserted in his work all the requisite papers, with entries of various kinds. The papers needed for bonding goods and for exports are also clearly exhibited; while, in connection with shipping work the documents shown are bills of lading, ship's manifest and charter party.

The mercantile student's special attention may further be drawn to a simple and unique way of calculating interest, and averaging accounts, and to valuable practical hints about the routine of office



work that are profusely scattered throughout the volume. Though intended mainly for young men who are entering upon a commercial career, there is a great deal in Mr. Thomson's "Dictionary" which may possibly be unknown or unfamiliar even to merchants of maturer age; and, at any rate, they will find much to commend in this useful and accurate compilation. It is, I think, almost unnecessary to say more.

GEO. MURRAY.



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—A—

# MERCANTILE DICTIONARY

A occurs in the following abbreviations :—

a/c or acct.	account.
a/s	account sales.
a/o	account of.
@	at.
a/d	after date.
ans.	answer.
A 1	first class.
Æ 1	second class.
a/v	(ad valorem) according to value.
Amt.	amount.
av.	average.
A. M.	(ante meridiem) before noon.
ad.	advertisement.

**Abatement.** A deduction of discount from a quoted price or value, for prompt payment of cash. Some manufacturers issue price lists of their goods which remain unaltered from year to year, the fluctuations in price being denoted by percentages taken off, of which intimation is sent by circular, or intimated when quotation is given.

**Abandonment.** In commerce and navigation, is used to express the relinquishment, under certain circumstances, of what may remain of property to the insurer.

**Acceptance.** <sup>(1)</sup> An assent by the person on whom a Bill of Exchange is drawn to pay it when due according to the terms of the acceptance. <sup>(2)</sup> The bill itself when accepted. Be careful to notice that to *accept* a bill, means in full, "*to accept the obligation of paying it when it becomes due.*" The acceptor signifies his acceptance by writing across the face of the Bill, the word "Accepted" with his signature. (See form A.)

**Acceptilation.** The acquittance of a debt by a creditor without receiving payment.

**Accommodation Bill.** Bills of Exchange given without value for the accommodation of some person who is to provide for the note when due. Accommodation paper is really *fictitious* capital, and though sometimes convenient, is liable to abuse, and justly therefore has a bad name among commercial men.

**Account.** A statement shewing the amount due by one person to another for goods, services, etc. Accounts are kept under their several heads in the ledger, from which they are copied, when required. The account should contain the names of buyer and seller, date of the transactions, and any special terms agreed upon by the parties. In wholesale houses, *Invoices*, containing the particulars are sent along with the goods, or, separately by post, and in making out the account only the dates and sums require to be stated, as in the following example:—

## MONTHLY STATEMENT.

*Montreal, 31st August, 1889.*

*James Brown Esq.,*

*Toronto.*

**In Account with MIDDLETON & CO.**

**Victoria Square.**

1889.						
<i>June</i>	30	<i>To Goods</i>	\$13	87		
<i>July</i>	3	" <i>do.</i>	76	16		
"	12	" <i>do.</i>	46	67		
"	15	" <i>do.</i>	16	74		
					\$153	44

Enclosed with account may be sent request for payment, or note for signature, or printed memo. like the following :—

*You will oblige by examining Statement of Account attached herewith, and if no objections are reported by return of Mail, we will value on you for the amount through our Bankers. Soliciting due honor for our draft*

*We remain,*

*Yours respectfully,*

*Middleton & Co.*

If the account has to be sent again to the debtor, it is written out in this way :—

MONTHLY STATEMENT.

*Montreal, 30th September, 1889.*

*James Brown, Esq.,*

*Toronto,*

**In Account with MIDDLETON & CO.**

**Victoria Square.**

1889.					
Aug.	31	To amount of acct. rendered		\$153	44

Or if a statement of the account has to be repeated, and other transactions occurred in the interval, it is rendered thus :—

## MONTHLY STATEMENT.

*Montreal, 30th Nov., 1889.*

*James Brown, Esq.,*

*Toronto,*

*In Account with* **MIDDLETON & CO.**

**Victoria Square,**

1889.						
<i>Sept.</i>	30	<i>To amount of acct. rendered</i>				\$153 44
<i>Oct.</i>	17	<i>.. Goods</i>	\$76	17		
<i>..</i>	30	<i>.. do.</i>	42	15	118	32
<i>Nov.</i>	1	<i>.. do</i>			16	76
					<b>\$288</b>	<b>52</b>

In the *retail* trade, itemised accounts are sent, as in the following example :

MONTHLY STATEMENT.

*Montreal, 30th May, 1889.*

*James Black, Esq.*  
*Montreal,*

To BROWN & CO.

CASH  
IN 3 DAYS FROM  
ABOVE DATE.

1889.						
<i>Apr</i>	17	<i>To Couper's Poems</i>	\$1	75		
		<i>„ Toddhunter's Euclid</i>	1	25		
		<i>„ Envelopes, 1 pkt.</i>		75		
	30	<i>„ 1 Instand</i>	2	25		
		<i>„ Macaulay's Essays</i>	3	75		
		<i>„ New Testament</i>	2	00	11	75
<i>May</i>	1	<i>„ Byron's Works</i>	3	20		
		<i>„ Phonetic Dictionary</i>	1	50		
		<i>„ Phonetic Journal.</i>				
		<i>1 year</i>	1	50	6	20
					\$17	95

As in previous examples, if the account has to be sent again, a formal statement containing date and the words, "To account rendered," is all that is necessary. For instructions as to receipting an account see *receipt*.

**Account Current.**—A running account—an account rendered by one party to another with whom he has done business, narrating in due order, the transactions which have passed between them. The debit and credit amounts are on the opposite pages, and the balance, if any, brought down on that side on which the summation is greatest, as in the following example :

*Robert Mason, New York, in account with  
Charles Steel & Co Montreal.*

1889.							
Jan.	1	To Goods	\$ 176 79	Jan.	17	By acceptance	\$ 1 75 00
Feb.	3	" do	47 18	"	28	" Net proceeds of	
"	28	" Amount rec'd of H. Grey	250 00	Feb.	7	" Net proceeds of	320 16
"	28	" Goods	147 16	"		" cons't of coffee	1567 76
Mar	1	" Drafts	1500 00	"	28	" Bal. to his debit	58 21
		" Balance	\$2121 13				\$2121 13
			58 21				

*E. E.*

*Montreal, 28th Feb., 1889.  
Chas. Steel & Co*

Sometimes the balance is sufficiently large to admit of interest being charged.

**Account Purchase.** An abbreviation of the phrase "Account of the Purchase" of goods. A formal statement of goods purchased by an agent for his principal, containing commission and expenses connected with the shipment of goods, as in the following example :

No. 76. *Watertown, Aug. 10th, 1889.*  
 Invoice of 50 Bkgs, BUTTER Bought for account of  
**SMITH, STEWART & CO., Montreal.**  
 and shipped via C. P. R. from *Watertown,*

No. PKGS.	FACTORY OR MARK.	WEIGHT.		PRICE.		AMOUNT.
		GROSS.	TARE.	NET.		
50	Miller's No.	1609	41	1568	<sup>c</sup> 8½	133 28
				Commission	½	7 84
				Carriage	1	16 09
						\$157 21

Made Draft for \$157.21 at one month.

*Charles Briggs.*

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**Account Sales.** An abbreviation of the phrase, "account of the sales" of goods. An account drawn out by a commission agent to his principal, showing a detailed account of the sale of goods to him, less the charges for freight, commission, etc., as in the following example :—

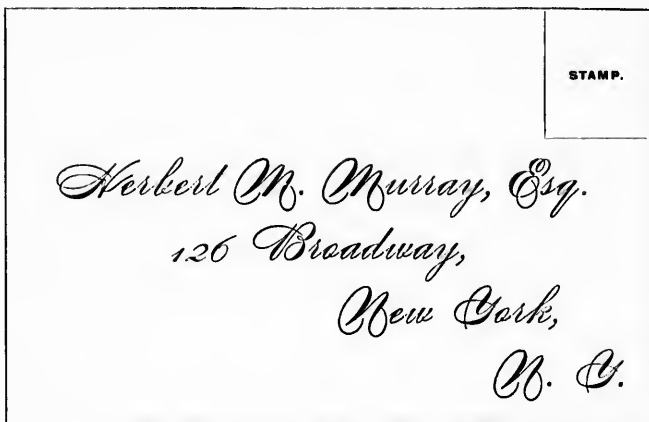
56 McGill Street,

Montreal, 15th Nov. 1889.

Account Sales of 172 kegs Red Lead Ex S. S. Phoenician  
sold by A. A. Allan & Co  
for Jas Lang, Jr. & Co Glasgow.

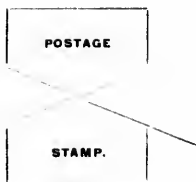
June	30	S. & W. Currie & Co 5 kegs	\$4 25	\$ 21	25		
Aug.	13	W. Robertson & Co 150 "	4 00	600			
Sept.	26	C. B. Jamieson & Co 2 "	4 50	9			
Nov.	5	Adam Stope & Son 15 "	3 75	56	25		
		Charges.				\$686	50
		Wharfage		6	00		
		Cartage		3	00		
		Insurance Marine £1 " 9 " 10 @ 9½%		7	26		
		Clyde Quies £1 " 14 " 8 @ "		8	44		
		Freight £14 " 6 " 2 @ 10%		69	95		
		Cable Message		6	00		
		Storage		13	50		
		Freight to Toronto 150 kegs		13	36		
		Fire Insurance		9			
		Advertising		3			
		Interest		3	87		
		Commission 5%		34	32	177	70
		<i>Net Proceeds</i>				\$508	80
		E. & O. E.					
		Montreal, 15th Nov. 1889.					
		A. A. Allan & Co.					

**Addressing Letters.** The superscription of a letter, or address of the person to whom it is sent should be written *neatly* and *plainly* on the envelope containing it. Before addressing it be careful to see that the envelope is right edge up. Be certain that the address is *correct*, and that the proper postal stamps have been affixed to the envelope, before mailing it.



If the letter is a confidential one, write "*Private*" on upper left-hand corner. If for abroad write name of mail steamer in same corner thus *per SS. "Etruria."*

If stamp has to be enclosed for reply, do not insert it loose. Make two cross cuts with knife in corner of letter, and insert stamp thus :



**Ad Valorem.** Two Latin words meaning *according to the value*. Ad Valorem duties are those levied according to the value of the article, not by weight, numbers, or packages.

**Adventure and Joint Adventure.** Terms used to express the shipment of goods by a merchant on his own account, or on joint account with another. It may consist of the import or export of goods to be sold on commission or otherwise.

**Advertising** is publicity. The most familiar form of advertising is by the medium of the newspaper and magazine. Innumerable schemes and devices are continually being invented and utilized to reach the eyes of the public,—to attract them to some particular store. Handbills, pamphlets, car and steamer bulletins, cards, calendars, etc., etc. To advertise a business properly and with success is a most important study for the young clerk. Writers of good advertisements are scarce, and he should study the methods of successful advertisers, like Wanamaker, Pears, Gillott, and many others. It is an art to be acquired by study and by experience. Fortunes are made by successful advertisements, and yet vast sums are annually thrown away on unsuccessful advertising. To know where to advertise, how much space to occupy, what to put in the space, that curiosity may be thoroughly aroused, is a study to which the young business man should give close attention. Many of the larger houses employ advertising specialists for this department, and reap large profits thereby.

As a specimen of advertising the following extract from the "Wanted" column of a newspaper, contains instructive reading for the young clerk:—

**WANTED.—A SMART ACTIVE YOUNG MAN** as stenographer and typewriter, in a large manufacturing establishment, must be proficient in English and French. To the right man a good salary will be paid. Address, D., P.O. Box 2084, City. 184 lf

**WANTED—A YOUNG MAN TO DO CUSTOM** House work, must know English and French, best of city references required. Apply, P.O. Box 658. 107 1

**WANTED—A YOUNG MAN AS BOOK-**keeper and shipping clerk in the printing and stationery business; good man, good salary; state previous experience and references. P. O. box 3157, City.

In replying to advertisements, like the above, be careful to write neatly, in a good business hand and in terms of the advertisement, enclosing *copies* only of testimonials. Let your application be brief and to the point.

176 Berchester Street,

Montreal,

17th November, 1889.

No. 1723

Star Office,

Sir,

In reply to your advt. in "Star" of this date, I beg to offer my services in the capacity of Book-keeper.

I may state that I was employed for six years in the office of Messrs. Garvie & Sons, as assistant bookkeeper, and during the past four years have had entire charge of the office of Messrs. Benny, McGregor & Co.

I beg to enclose copy of my testimonials, and shall be glad to furnish satisfactory references as to my character and abilities if desired.

Trusting that my application may receive your favorable consideration.

I am, Sir,

Yours respectfully,

Hugh Allan.

**Advances.** <sup>(1)</sup> Additional price or profit. <sup>(2)</sup> Advances are made by merchants on account of goods consigned to them, by cash, by remittance of bills, or acceptance of drafts.

**Advice.** Reports of the state of trade, the course of exchange, general commercial intelligence, communicated by letter. Business men use many forms of advice notes or letters for various purposes, —that a bill falls due on a certain date, that an order has been filled and goods forwarded, etc. The following is "advice" which explains itself:

W. DRYSDALE & Co.  
Periodical Department.

Montreal, Aug. 12, 1884.

Mr. Thomas Mason,  
City,

Dear Sir,

We beg to advise you that your subscription to the *Cosmopolitan Shorthand Magazine* expires with the August number.

We trust that the *Magazine* in the past has given you every satisfaction, and hope to be favored with your esteemed order to renew.

Kindly instruct us at your earliest convenience.

Yours respectfully,

W. DRYSDALE & CO.

Subscription price, \$.....

The above *Magazine* can be neatly bound in half-sheep at..... per vol., or half-calf at.....

**Affidavit.** An oath or declaration as to the truth of a fact.

**Affreight.** To hire a ship for the conveyance of goods.

**Agio.** The difference between the real and the nominal value of money.

**Agent.** One entrusted with the business of another.

**Allonge.** A slip of paper attached to a document to lengthen it.

**Amalgamation.** Signifies in commerce, the fusion of two or more companies or firms into one.

**Amount.** The sum total of two or more sums or quantities.

**Annuity.** A sum of money payable once a year.

**Ante-date.** To inscribe upon any document, a date earlier than that on which the document is written.

**Arbitration.** An amicable adjustment of a dispute by the decision of one or more private individuals. Their decision is termed an award.

**Assets.** The property of every description belonging to an individual, firm or company.

**Assignment.** The transfer of the property of a bankrupt to certain persons called *assignees*, in whom it is vested for the benefit of the creditors.

**Assurance.** Same as Insurance (which see).

**Audit.** The examination and authentication of accounts, the party discharging the duty being called an auditor.

**Averages.** In marine insurance are of two kinds:—particular and general. Particular Average is a contribution to which the underwriters are liable for *partial* damage to the ship or cargo. General average is distinguished from the former by the circumstance that the loss is borne proportionately by the owners of the ship, freight and cargo. Ordinary policies do not cover losses under particular average unless specially provided for.

**Averaging an Account.** Finding the time at which the sum of several debts, due at different dates, may be paid at once.

The following example illustrates a very brief and simple method of finding the equated time. It is somewhat different from the rule given in arithmetical text books, but will be found to be of service.

1st. When the goods are bought at different dates *on equal time*, say, at *three montis*.

*Example.* Find equated time for the following account :

Jan. 14	To Goods	\$ 50
" 26	" do.	120
Feb. 11	" do.	60
Mar. 1	" do.	70
		\$300

*Rule.* Multiply second debt by number of days between date of first purchase and second ; multiply third debt by number of days between date of first purchase and third ; multiply fourth debt by number of days between date of first purchase and fourth and so on ; divide sum of products by sum of debts and the quotient is the equated term. Count forward from date of first purchase and add term of credit. Thus :

$$\begin{array}{r}
 \$120 \times 12 = 1440 \\
 60 \times 28 = 1680 \\
 70 \times 46 = 3220 \\
 \hline
 3,00 \overline{) 63,40} \\
 \phantom{3,00} 21 \text{ days.}
 \end{array}$$

Twenty-one days from 14th Jan. gives 4th Feb. and if at 3 months, the equated time is 4th May.

2nd. When the goods are bought at different dates *on unequal time*, say at two, three and four months, as in the following example :—

*Example.* Find equated time for the following account.

Jan. 12	To Goods	@ 2 mos.	\$ 60
" 18	" do.	@ 3 "	220
Feb. 3	" do.	@ 4 "	120
			\$400

*Rule.* Find due date for each of the debts, then find equated time as before. Thus :

$$\begin{array}{r}
 \text{Mar. 12, } 60 \\
 \text{Apl. 18, } 220 \times 37 = 8140 \\
 \text{June 3, } 120 \times 46 = 5520 \\
 \hline
 4,00 \overline{) 136,60} \\
 \phantom{4,00} 34 \text{ days.}
 \end{array}$$

Thirty-four days from 12th March gives 15th April, the equated time.

**B** occurs in the following abbreviations :

B/E	Bill of Exchange.
B/I,	Bill of Lading.
B/P	Bills Payable.
B/R	Bills Receivable.
B/S	Bill of Sale.
B. B.	Bank Book.
Bal.	Balance.
Brl.	Barrel.
Bo't	Bought.
Bro't	Brought.
Bxs.	Boxes.

**Balance.** The "difference" between the two sides of an account, that is, the sum required to make the two sides equal.

**Balance of Trade.** The difference between the exports from a country, and its imports from another country, or all other countries.

**Balance Sheet.** A statement showing the assets and liabilities of a business.

**Bank Bill.** A promissory note issued by a bank and circulated as money.

**Bank Check.** An order on a banker to pay a certain sum of money when the order is presented. It is drawn by a person who has money deposited with the bank, and is payable,

- (1) To some person named on the order.
- (2) To bearer.
- (3) To the person drawing the check.

It is a printed form in which is written *number*, as issued, the date, the *name* of the person in whose favor it is drawn, the *amount* in words, the *amount* in figures, and the signature.

*Check to Bearer*, is so called because the words "or bearer" are inserted on its face, and implies that the bearer or holder of the check has precisely the same claim on the maker, as the party specifically named thereon. (See form B.)



*Check to Order.* Is so called, because the words "or order" are printed on its face. It means that if the stated sum is not paid to the payee himself, it is to be paid to some person whom he has ordered to receive it. If desired, on checks payable to bearer, the word "bearer" may be crossed out, and "order" written above it. (See form C.)

*Indorsing a Check.* That is, to write your name on the back of it. When thus endorsed the check is freely negotiable. Write your name *across* the check, *not lengthwise*, and in the same way as it appears on the check. If you want to make the check payable to some particular person by indorsation, write thus :—

*Pay to the order of William Thomson.*

*Middletown Ill.*

*To get a Check Cashed.* Indorse the check and present it first to the ledger keeper of the bank. He turns to the bank account of the person who signed the check, deducts the amount from his account, stamps and signs the check, and returns it. The check is then said to be accepted. Then present it to the paying teller, and the amount will be paid in cash.

*General Hints.* Your signature should always be written in the same way.

N. B.—Do not indorse a check until you wish to use it.

Before the check is torn off from check book, enter on the counterfoil, the date, the name and the amount on the check.

Never accept or sign a check without carefully reading it.

In filling up a check, do it in such a manner that alterations cannot easily be made. Begin by writing the name and the amount at the extreme left, and be careful to fill up the remaining blank space with a line.

<p><b>Write in this corner the amount you wish to draw, very plainly, in figures; dollars above the word "Dollars," cents above the words "Cents."</b></p>		<p>15</p>	<p>61</p>
		<p>DOLLARS.</p>	<p>CENTS</p>
<p><i>New York, 5th May, 1890</i></p>			
<p><b>Union Dime Saving Institution</b> } <i>Pay on Book No. 167</i></p>			
<p>BROADWAY, 32ND ST. &amp; 6TH AVE.:</p>			
<p><i>to myself or bearer Fifteen</i></p>			
<p><i>61 Dollars,</i></p>			
<p><i>Signature, William Clark,</i></p>			
<p><i>Present Address, 176 Broadway.</i></p>			
<p>PREVIOUS BALANCE.</p>		<p>POSTING CHECK.</p>	
<p>\$</p>		<p>6.</p>	
<p>Paid by</p>		<p>0.</p>	
<p>Entered by</p>		<p>3.</p>	
<p>Sig. F. rd. by</p>			



We Cannot pay without the Book.

The number is on the Cover of the Book.

Write here the Amount very plainly in WORDS.

Always sign as you did at first.

PREVIOUS BALANCE.  
\$

POSTING CHECK.  
6.  
0.  
3.

**Bank Drafts.**—A Bank Draft is a written order by one bank on another, for the payment of a specified sum to a person named therein, or to his order. (See form D.) Bank Drafts are now very largely used for making remittances. Subjoined is the form of order required for a draft on London, which explains itself:—

No. ....	<i>Montreal, 29th Jan., 1890.</i>
<b>Drawn from THE MERCHANTS' BANK OF CANADA, A DRAFT</b>	
	<i>On Demand</i>
	<i>In favor of Jas. Lang, Jr. &amp; Co.,</i>
	<i>For £274 11 11 Stg.</i>
Rate.....	\$ _____ <i>Stg.</i>
	<i>Tucker &amp; Co.</i>
	<i>Applicant.</i>

In the foregoing, it will be noticed, that the Draft is asked for in the currency of the country in which it has to be paid, the rate of exchange and the amount in Dollars being inserted by the Banker.

As the above draft is drawn on Foreign Countries, for safety of transmission it is mailed in duplicate, by different routes, and when one of these has been honored, the other is not valid.

**Bankrupt.** Any individual unable to pay his debts. Whatever property he has, is seized and distributed among his creditors.

**Barratry.** A fraudulent breach of duty, or damage done to a ship by the master, or mariners, with the design of committing fraud on the insurers.

**Barter.** To exchange one commodity for another, without the intervention of money or other medium of exchange.

**Bills of Exchange.** A Bill of Exchange is a written promise by a debtor to his creditor, to pay a specified sum of money on a certain date. There are three kinds of Bills. 1st, Inland Bills. 2nd, Promissory Notes. 3rd, Foreign Bills. A Bill is termed an "acceptance," or "draft," or a promissory note, according to the form in which it is drawn out. The term "note," is merely a contraction of the term "promissory note." There is a legal distinction between the term "draft" and "acceptance"; but it is not recognized in commercial practice.

<sup>11</sup> INLAND BILL (ACCEPTANCE OR DRAFT). (See form E.)

N. B.—This admits of various alterations according to circumstances. Instead of "Two months after date," it may read any other specified time as "Three months," "Thirty days," etc., or it may be "at sight," (Sight Draft), or at specified time after sight, as "Thirty days after sight," or it may be "on Demand," (Demand Draft), again, the instruction to "Myself," or "Ourselves," may be to a third person who thus becomes "payee."

On examination of the above form of an Inland Bill, the following points will be noted :

1st. The *place* at which it is drawn, viz., Montreal.

2nd. The *date* in figures at the top, viz., 1st March. It may be post-dated, or ante-dated. Neither place nor date is essential to the validity of the Bill, but should always be used.

3rd. The *term of payment*, a second date implied by the phrase "Two months after date" together with three days grace, viz., 4th May, called the date of maturity.

4th. The *sum*, the amount for which the bill is drawn written in the body of the bill in words, and at the top, in figures. Where any difference occurs between these, through a clerical error, the amount in words is held to be the amount for which the bill is granted.

5th. The *drawer's name*, White & Co. The signature of the drawer or maker must be on every bill.

6th. The *drawee's name*, the party to whom it is addressed. By accepting the obligation to pay the bill the *drawee* becomes the *acceptor*.

7th. The *payee's name*. In this case the payee is "ourselves." Particular care must be taken in designating name or description of payee.

The drawee, D. Stewart, accepts the obligation by writing the word "accepted" and his signature across the face of the document. In a full acceptance, the due date is inserted as well as the place where it is payable.

The bill when accepted will appear thus: (See form F.)

(<sup>2</sup>) PROMISSORY NOTE. (See form G.)

A promissory note, or as it is more familiarly called a *note*, is like an ordinary acceptance, a written promise to pay a specified sum unconditionally, on a certain day, either on demand or at sight, or at a specified time after sight, to a person named therein, to his "order," or to "bearer." It is precisely of the same nature as acceptances, but is complete with the signature, no name being written across its face.

In the foregoing note Jas. Duff is the maker and W. Steele & Son the payee.

N. B.—The same variations as noticed under drafts are applicable to promissory notes.

(<sup>3</sup>) FOREIGN BILLS. (See form H.)

Bills drawn by a person in one country on his correspondent in another. These bills are usually drawn at so many days after sight, and are of exactly the same nature as Inland Bills. For the sake of

security against accident or delay in transmission, they are drawn in sets of three. When one is accepted and paid, the others are of course null. They are usually drawn in the money of the country in which they are to be paid.

In the example given (form H) Baring & Co. would *accept* the bill as shewn on Inland Bill.

*Indorsation of Bills.* If the holder of the bill desires to discount it, or to transfer it to a third person, he will have to indorse it,—that is, write his name across the back of it (see Indorsation) and thus it becomes negotiable paper. A *non-negotiable* note is one payable only to the person named on the bill.

Should the endorser not wish to render himself liable for payment, he should write, "without recourse" above his name.

*Retiring a Bill.* To retire a bill means, to pay it when it comes to maturity.

*Presentment for Acceptance.* To present a bill for acceptance, is to take it to the person on whom it is drawn that he may *accept* it. Bills payable at or after sight, should immediately be presented for acceptance.

*Presentment for Payment.* To present a bill for payment, is to bring it to the debtor on the exact day it becomes due, and demand payment of it.

*Days of Grace.* Bills of Exchange, except those payable on demand, have three "days of grace" allowed over the time specified on the face of the bill, so that the bill really becomes due upon the third day of grace unless it falls upon a Sunday, or holiday, in which case the bill becomes due the day after.

*Maturity of Notes.* A bill is said to come to maturity on the date it becomes payable. A bill payable on demand, or sight, matures on being presented. When drawn, say at thirty days after sight, it matures thirty-three days after presentation for acceptance. A bill, say at sixty days *after date*, matures sixty-three days after date. When drawn at one, two or three months, *calendar months* are understood. Thus a bill dated 10th June, at one month, matures 13th July; at two months, on 13th August, and so on. Again, a note issued, say on 30th October, 1888, at four months, would be due on 3rd March, 1889. This latter example is interesting, because notes issued on 28th, 29th, 30th or 31st October would all fall due on 3rd March.

*Noting and Protesting.* If a bill or note is not paid on presentation, it is said to be *dishonored*. To *note a bill* is, to record its non-acceptance or non-payment by a notary. He afterwards draws out a formal *protest*, that steps may be taken to recover the amount. If notes are sent to a bank, of which the holder has doubts as to their being honored, he may have them returned by the bank without incurring the costs of protest, by affixing to the note a slip of paper thus :

**NO PROTEST.**

For non acceptance.

Take this off before presenting.

*Discounting Bills.* The discounting of a bill consists in giving for it its present value. In discounting bills interest is calculated from time between date of its being discounted, and its becoming due. Bills for discount should be properly indorsed, and should not have more than four months to run before maturity. The following is the form used in sending notes to a bank for discount. The clerk should be careful to enter the notes in the order of their falling due. In addition to name, address, amount and date, the "rating" as given by "Bradstreets," or any other reporting agency, is sometimes given. (See form on page 27.)

*Collection only.* If the merchant simply wants the notes collected on maturity, the same form is used, the phrase "For collection only," being written on top.

*Renewal of a Bill.* The accepting by a creditor of a new bill for extension of time, in place of a previous one which the debtor was unable to pay when due. Interest for extended time should be added, and the acceptor should be careful to get back the old bill at the time of renewal.

*General Hints.* A note discounted at the bank, and returned for non-payment to the person who discounted it, should be paid at once by him. All alterations on notes, however trifling, should be carefully avoided, any alteration on the currency, amount or names, unless, specially agreed to, rendering it useless. Notes only bear interest when so stated on their face. If a note is dated Sunday, it is null.

BILLS OFFERED FOR DISCOUNT.

No.	NAME.	ADDRESS.	DUE DATE.	AMOUNT OF BILL.	AMOUNT OF SAME PAPER ALREADY HELD BY BANK.	TOTAL.
67	Jas. Robertson & Co	Ottawa	Mar. 16	167	96	
83	Wm. Allan & Son	Toronto	April 17	32	17	
146	O'Brien & Co	St. Thomas	" 20	49	26	100
17	McClelland & Sons	DuRoche	May 3	67	18	
19	Thomson & Pies	Montreal	" 14	56	20	
				372	77	

The Manager MERCHANTS' BANK OF CANADA.

Sir, The above Bills, which represent amounts due us for goods sold and delivered, are offered for discount, and we shall feel obliged by your placing proceeds of the same to our credit.

We hereby transfer to you our Claims against the party, in the event of non-acceptance of any draft.

The relative goods have already been shipped.

4th January, 1879.

Marshall & Co



**Bill of Entry.** A description of goods imported, delivered to the Customs authorities. (See Customs.)

**Bill of Lading.** An acknowledgment on a printed form, signed by the master of a vessel, for goods received on board. Three copies (sometimes more) are drawn out,—one for the use of the master, another to be retained by the shipper of the goods, and the other to be sent to the person to whom the goods are forwarded, who thus obtains the right to receive the goods. Bills of lading are negotiable and may be transferred to another person, who thus acquires the right to the goods. This is done by means of endorsement like bills of exchange. The document binds the master under certain conditions, and in return for certain remuneration, to deliver the goods in a satisfactory condition, but protects himself as to weight and contents, by the phrase "weight and contents unknown," or as on bills of foreign trade, "Weight, measure, gauge, quality, condition, quantity, brand, contents and value unknown," and the "shipowner not accountable for same." Other conditions as to average, delivery, etc., are frequently attached. The shipping clerk should be particularly careful that the consignees' name is correctly inscribed, and that the shipping marks on the margin of the bill, coincide with those on the goods. (See form page 29.)

**Bill of Parcels.** Another name for an invoice. An account of goods that have been sold, and sent by seller to buyer.

**Bill of Sale.** A document transferring the right to certain goods or property, from one person to another. It authorizes the holder to sell the goods, if a debt for which the goods were security, is not paid at a specified time.

**Bills Payable.** Notes the merchant has to pay when they become due. They are entered in the "Bills Payable Book."

**Bills Receivable.** Notes of which the merchant has to receive payment. They are entered in "Bills Receivable Book."

**Blank Credit.** Permission given a person or firm to draw on another to a certain amount, for convenience of trade.

**Bond.** A written or printed document containing the terms by which a person, (his heirs or executors), a corporation, or company is bound to perform a contract, or pay a certain sum on a certain day. Note the distinction between the case of a company or corporation

**Shipped,** *In good order and condition, by* **A. A. AYLMER & CO., of MONTREAL,**  
*and consigned to* *Tatank* *in and upon the*  
*Steamboat* *"Samsan"* *whereof* *Capt. Evey*  
*is Master for this present voyage, and now lying in the PORT OF MONTREAL, viz. :*



B 76  
I

B 77  
2

B 78  
3

*Boxes*  
*3*  
*Boxes*

*being marked and numbered as per margin ; and are to be delivered in the like good order and condition, at the*  
*foresaid Port of* *Tatank* *unto* *James Allan* *or to* *his* *assigns*  
*(the Act of God, the Queen's Enemies, Fire, and every other Dangers and Accidents of the Seas, Rivers, and Navi-*  
*gation, of whatsoever nature and kind excepted), he or they paying Freight for said goods at the current rate.*  
*In Witness Whereof, the Master or Purser of said Vessel hath affirmed to* *3* *Bills of Lading, all of this*  
*tenor and date ; one of which being accomplished, the rest to stand void.*  
*Weight and quantity unknown.*

DATED AT MONTREAL, this *13th* day of *May* 1890  
*James Evey,*

and that of an ordinary share. A Railway share, for example, entitles the holder to a share in the profits, according to the amount he has subscribed, while a Railway Bond entitles him to his fixed interest before any profits are divided among the shareholders.

**Bonded Goods.** Goods imported and left in Customs warehouse, until the duties, for which a bond has been signed by owner, have been paid. (See Customs.)

**Bonus.** A premium given in addition to the usual interest.

**Boom.** An outburst of speculation in some department of trade.

**Book Debts.** The debts owing to, or by a merchant, as shewn by his books.

**Bottomry.** A contract by which the owner of a ship, or the master, or his agent, binds the ship as security for the repayment of money advanced, or lent, for the use of the ship, if she reaches the end of her voyage successfully. If the ship goes down, the lender loses the money, but if the ship arrives safely, he is to receive the money lent with the interest agreed upon.

**Bona fide.** In good faith.

**Broker.** One who transacts business for another. He is, in many departments of trade, indispensable. His special knowledge is so important, the business he has to transact so involved, and his charges so moderate, that it would scarcely pay a person to do the work himself. A *Stockbroker* is one who deals in stocks of corporations, and other securities. A *Billbroker* is one who buys and sells notes and bills of exchange. A *Real Estate Broker* is one who buys and sells property, land, etc. A *Ship Broker* is one who deals in the buying and selling of ships, the procuring of freight, etc., etc.

**Brokerage.** The percentage paid to a broker by a client for buying or selling stocks, shares, merchandize, etc.

**Bulls and Bears.** Slang terms for dealers engaged in gambling transactions on the Stock Exchange. A *Bear* sells securities he does not possess, with the hope of buying them back at a reduced price before settling day. A *Bull* is one who agrees to take them. It is the interest of the former, in the intervening time, to depress stocks, and of the latter to raise them.

**C** occurs in the following abbreviations :

C.	(centum) one hundred.
c/	currency or coupon.
c/o	care of.
C. B.	cash book.
Co.	company.
C. O. D.	collect on delivery.
Cr.	credit ; (Crs., creditors).
Cur.	current ; this month.
C. F. I.	cost, freight and insurance.
Cum d/-	with dividend.
C. D.	certificate of deposit.
Com.	commission.
Cap.	capital.
Cons't	consignment.
Cwts.	hundredweights.

**Capital.** The excess of a merchant's assets over his liabilities.

*Fixed* capital is money he has expended on land, mills, machinery, etc. *Circulating* capital is available capital he may afterwards have at command, for carrying on his business.

**Cargo.** The goods or merchandize conveyed in a ship.

**Cash Discount.** An allowance made for payment in ready money.

**Caution.** Equivalent in meaning to *bond* or *security*.

**Certificate of Deposit.** A receipt from a bank for money deposited.

**Charter Party.** A contract between the owner, or master of a vessel, who *lets*, and the merchant who *hires* the ship for a specified time, or a stated voyage. The party by whom she is engaged is called the *charterer*.

**Chattels.** All movable property.

**Check.** To examine clerical work, to detect and correct any errors that may have been made. (See also *Bank Check*.)

**Cipher Code.** To write in a secret handwriting, or by words to which a different meaning is attached. By these means messages,

which are understood only by those persons who possess the key, are sent. Cipher codes are much used, especially in cabling messages. The following is a specimen :

Doubloon . . .	Send 20 tons Calder Pig Iron to Toronto
Downcast . . .	" 30 " " "
Dowager . . .	" 40 " " "
Dragging . . .	" 45 " " "
Dream . . .	" 50 " " "
Dreary . . .	" 55 " " "
Dredge . . .	" 60 " " "
Drench . . .	" 65 " " "

**Circular Letter of Credit.** A letter addressed to Bankers in different places, for the accommodation of persons who, while travelling, may wish to avoid carrying large sums of money with them.

**Clearing a Vessel.** Entering her name and an account of her cargo at the Custom House. "Clearance Outwards" is applied to vessels leaving; "Clearance Inwards" to vessels that have arrived.

**Clerical Error.** An error made inadvertently by a clerk as distinguished from one that is made through ignorance or stupidity.

**Clerk.** One who is employed to keep records or accounts, subordinate to a higher officer, such as the cashier, or bookkeeper. The term is also applied to assistants in stores who simply sell goods. The word is sometimes pronounced as if spelt *c-l-a-r-k*.

**Client.** One who seeks the advice of a lawyer. It is also applied to the customers of bankers, brokers, etc.

**Collateral Security. Collaterals.** Documents deposited with a creditor, in security for a debt or loan.

**Commission.** <sup>(1)</sup>A sum given for the performance of a service. <sup>(2)</sup>A charge of so much per cent. by an agent, on the sale of goods for his principal.

**Composition.** An agreement between an insolvent and his creditors, by which the latter accept a portion of their claims, in lieu of the whole.

**Company.** There are two kinds of companies, private and public. <sup>(1)</sup> A private company, or co-partnery is formed by private agreement of two or more individuals to carry on a business, each being termed a partner. <sup>(2)</sup> A public company, sometimes called Joint Stock Company, consists of a large number of shareholders. (See Joint Stock.)

**Consignment.** Goods sent from one place to another for the purpose of sale on commission by an agent. *Consignor*, the person who sends the goods. *Consignee*, the person who receives the goods.

**Contract.** An agreement between two parties.

**Contra.** Opposite.

**Contraband.** Prohibited merchandise, or traffic.

**Countermand or Counter Order.** Revocation of a former order or command.

**Counterfoils.** Receipts, drafts, orders, etc., are usually written in books with counterfoils or stubs, that is, with a leaf or margin opposite to the part taken out, on which is written in a condensed form the order, or a memo. of receipt, or whatever the transaction may be. In the following receipt the part at the side is kept, as it contains a useful memo. of the receipt given. (See form on page 34.)

The usual practice of keeping on the back of the counterfoils of check books, a memo. of deposits and of checks withdrawing money from the bank will be found to be very useful. The balance on hand in the bank is thus seen at any moment, without referring to the bank book, thus :—

March 1 . . . . .	\$3768.32
“ Deposited . . . . .	678.39
“ Note No. 7 collected . . . . .	321.16
	\$4767.87
Check No. 13 . . . . .	3100.00
	\$1667.87

**Coupon.** Small slips cut from bonds, bearing date, amount, signature, etc., entitling the holder to the dividend, or interest on the bond.

**Credit.** To sell goods on trust ; that is, without requiring the party who buys the goods to pay for them at the time. *Creditor*, the one who trusts.

Name, .... <i>Geo. Lamb</i> .....	P. O. Box 1719.
Address, .... <i>73 Drummond St</i> .....	<b>Received</b> from ..... <i>Mr. George Lamb</i> .....
..... <i>Montreal</i> .....	..... <i>Subscription for</i> ... <i>1 year</i> .....
Paper, .... <i>Phonetic Journal</i> .....	to the .... <i>Phonetic Journal</i> .....
Amount, .... <i>\$1.50</i> .....	commencing with No. .... <i>1</i> .....
No. .... <i>76</i> .... Date. .... <i>11 Jan</i> .....	No. .... <i>76</i> .....
	Per. .... <i>M. J.</i> .....
	ALEC THOMSON,
	If your Paper fails to reach you regularly, please notify me at once.

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**Credit Note.** In filling orders errors in invoicing, or in weight, or quality, sometimes occur, to rectify which, credit notes are sent to the customer. (See form on page 36.)

**Cum Dividend.** A phrase attached to quotations of prices of shares about the time a dividend is to be paid, and indicates that the price quoted gives the purchaser a right not only to the stock he is buying, but also to the dividend just falling due.

**Currency.** The money of a country. The term is also applied to notes, bills of exchange, etc.

**Customs.** The duties or taxes imposed upon goods imported into, or exported from, a country. The dutiable articles, and rates of duty, vary from time to time, according to the requirements of the Government. These dues are embodied in a schedule called the Customs *Tariff*, of which the following is an extract:—

Clothing, Wool . . .	10 cents per lb. and 25 p. c. of value.
Clothes Wringers . .	\$1 each                    30    "    "
Clothing, Linen . . .	32    "    "
Clothing, Silk . . .	30    "    "
Clout Nails . . . . .	1½ cents per lb.
Common Soap . . . .	1½    "    "
Compasses for ships .	free.
Coir Yarn . . . . .	free.

In the above the first two are termed *specific* and *ad valorem* duties, the next two *ad valorem* only, the next *specific* only, and last two *free*.

In most commercial houses, the *passing* of goods through the Custom House, is an important part of the young clerk's work. Facility and accuracy in filling up the necessary forms required, is of the first importance. The subjoined specimens, will give the tyro some idea of what is required of him. Have the goods properly classified and rated, and the necessary extensions and additions correct, and no difficulty will be experienced in passing the entry quickly.

The Customs Act demands that an invoice of the goods to be entered shall be delivered to the Customs authorities. It should show the place and the date of the purchase, the name of the person or firm from whom the goods were purchased, and a full description





of the goods in detail. It should be duly *certified correct* by the sender, and in the case of consigned goods, verified by the oath of the consignor. In the event of no invoice having come to hand, the goods may be passed by making special affirmation as to their value, to the Collector of Customs.

Along with the invoice, a *Bill of Entry* (Form No. B 1) in duplicate, has to be delivered to the collector. A third copy has also to be presented, on which is written receipt for duties paid.

The subjoined form is in smaller type, but otherwise is an exact copy of the form in use. (See form page 38.)

On examination of this form it will be noticed that it contains three numbers, one at the top above the words "For duty," called the manifest number (got from the vessel's manifest), the Report No. and Entry or consecutive No. These numbers are got at the custom house, and entered on the form when passing the entry.

The other particulars at the top of the form are, date, name of importer, (if imported by water, name of vessel and master's name.) The name of the place whither bound, and name of country in which goods were purchased.

The body of the form contains the following particulars:—

- (1) The marks and numbers on the packing cases.
- (2) The number of packages.
- (3) Description of goods.

No details are required here, but care must be exercised when an invoice contains a variety of goods at different ratings, to separate them under their proper classifications.

- (4) Amount in currency of invoice.

(5) Value of Duty in Dollars. If the currency of the invoice is that of Great Britain, the par of exchange is at  $9\frac{1}{2}$ , of France  $19\frac{3}{10}$  cents to one franc, and of Germany 23.8 cents to one rixmark.

- (6) The quantity.

This must always be given even when not required for calculation of duty. For example, in the accompanying form the duty on the bale of carpeting is *ad valorem*, yet the weight 409 lbs. has to be entered on the form.

- (7) The rate of duty.

(8) The duty payable. The various items must be added together. At the foot of the form is a declaration to be made, in the event of any of the goods mentioned being free of duty.

Form No. B. I.

ANNUAL BOND No. 93.

76  
**FOR DUTY.**

PORT OF MONTREAL, 1st Aug. 1889

Report No. 159

Entry No. 467

Imported by **BROWN, MORGAN & CO.** per *S.S. "Sardinian"**White* Master, from *Liverpool* to **MONTREAL.**

MARKS AND NUMBER.	Number of Packages.	DESCRIPTION OF GOODS.	Amount in currency of Invoice.	Value for Duty in Dollars.	QUANTITY.	Rate of Duty		DUTY.	
						\$	c.		
<b>B. M. &amp; CO., M.</b>		Goods purchased in <i>S. D.</i>						\$	c.
1521	3,1435	4 <i>Cases Wool Clothing</i>	180.15.4	880	25	220			
	526	1 <i>Bale Carpet</i>	50.8.3	245	1871	10	187	10	
	104/5	2 <i>Cases Rubber Clothing</i>	107.7.4	523		25	61	25	
					653	7½	48	98	
								\$621	93

I, *James Black*, do hereby solemnly make oath, (or declare) that all the Goods and Articles hereinbefore mentioned as being Free of Duty, are, to the best of my knowledge and belief, entitled to Free Entry under the Customs' Acts now in force in this Dominion.

Sworn to at Montreal, this

.....day of..... 188

} .....  
Collector.

Declaration of the Owner, Consignee or Importer, required when the entry is made by any person other than such Owner, Consignee or Importer.

I, the undersigned (1) **Brown, Morgan & Co.**, hereby solemnly declare that the within Bill of Entry contains a true account of the goods imported as therein stated, and whereof (2) **Brown, Morgan & Co.**, are the owners that the invoice herewith produced is the true and only invoice, which (3) **they have** received or expect to receive of the said goods, and that the prices of the goods as mentioned in the said invoice, exhibit the fair market value thereof at the time and place of their exportation to Canada, that the said goods are properly described in the said invoice, and that no discounts or deductions for cash, or because of the exportation thereof or for any other special consideration, have been made in the said invoice prices, and that to the best of my knowledge and belief the prices so exhibited were the prices of said goods for consumption at such time and place.

Signed at Montreal on the *First* day of *August* in the presence of

(4) *James Black,* *Brown, Morgan & Co.*  
Collector or attorney making the entry, or a justice of the peace or consul.

Oath or Affirmation of an Agent or Attorney of the owner, Consignee or Importer.

I, (1) **James Black,** do solemnly and truly (2) swear that I am the duly authorized Agent and Attorney of (3) **Brown, Morgan & Co.**, and that I have means of knowing and do know that the invoice now presented by me of the goods mentioned in this Bill of Entry is the true and only invoice received by the said (3) **Brown, Morgan & Co.**, of all the goods imported as within stated for (4) **their** account, that the said goods are properly described in the said invoice and entry, and that said invoice and entry exhibit the fair market value of the said goods at the time and place of their exportation to Canada, without any deductions or discount for cash, or because of the exportation thereof, or for any other cause whatsoever, and that nothing has been on my part, nor to my knowledge on the part of any other person, done, concealed or suppressed whereby Her Majesty the Queen may be defrauded of any part of the duty lawfully due on the said goods; and I do further solemnly and truly (2) swear that to the best of my knowledge and belief the said (3) **Brown, Morgan & Co.**, are the (5) owners of the goods mentioned in this Bill of Entry, and that the prices of said goods as shown therein and in the said invoice, were the prices thereof for consumption at the time and place of their exportation to Canada. So help me God.

(6) Sworn or affirmed. (6) Sworn before me, at Montreal, this *First* day of *August* 188 *9*

.....  
COLLECTOR.

*James Black.*

On the back of the form will be found :

(1) The oath or affirmation of an owner, consignee, or importer. This is used when the owner himself passes the entry.

(2) Declaration of the owner, consignee, or importer, required when the entry is made by any person other than the owner, consignee, or importer.

(3) Oath or affirmation of an agent or attorney of the owner, consignee or importer.

(4) Oath where goods are entered at a lower rate of duty for a specific purpose than would be otherwise chargeable thereon.

(5) Oath required where goods are entered without invoice.

Nos. 2 and 3 are inserted here to show how to fill them up. (See form page 39.)

In addition to the certified invoice, and three copies of the bill of entry, the Customs clerk must prepare three other forms, viz. :—

(1) "Collector's Landing Warrant," (see form on page 41).  
 (2) "Goods for examination," (see form page 42). (3) "Wharfage Inwards" Ticket, (see form page 43). These forms are inserted here for the foregoing B/E, and are sufficiently simple to be understood without explanation.

Having prepared all these documents, he presents them to the clerks in the Custom House to be checked, pays the duty and obtains a receipt, and makes the necessary oath and affirmation.

#### *Bonded Goods.*

When goods are to be placed in bonded warehouse, until duties be paid, similar papers, (printed in red ink), are used. The form for this purpose No. B 5, headed

#### FOR WAREHOUSE No.

is exactly the same as Form No. B 1, and calls for the same particulars.

The form No. B 7 headed

#### FOR DUTY EX-WAREHOUSE No.

is also the same, except that no further affirmation is required.

Form No. 26 for *export ex-warehouse*, differs very slightly, and a specimen, reduced in size, is here reproduced. (see form page 44). The entry refers to 249 tubs butter, purchased in the United States, placed in bond in Montreal, and exported to London, England per "Assyrian."

Form No. 28.

**Collector's Landing Warrant.**

No. ....

PORT OF MONTREAL, *Aug. 1, 1889* REPORT..... *Ex Ticket No.*.....

Imported by **BROWN, MORGAN & CO.,** per *S.S. "Sardinian"*  
 from *Liverpool*..... *James Black, Attorney.*

MARKS OR ADDRESS.	PACKAGES AND GOODS.	NUMBERS, QUANTITY AND DATE OF DELIVERY.						PACKAGES DELIVERED
<b>B. M. &amp; CO. M.</b>		Numbers or Quantity } When dd. }						
	<i>6 Cases</i>	Numbers or Quantity } When dd. }	1521	1522	1523	1435	104	105
	<i>1 Bale</i>	Numbers or Quantity } When dd. }	526					
		Numbers or Quantity } When dd. }						
		Numbers or Quantity } When dd. }						
Total Packages		Total Quantity or number } of Packages delivered } Short Landed .....						

You may permit the landing of the above mentioned Goods. .... *Pro Collector.*

To the Surveyor, and Landing Waiter concerned. .... *Tide Waiter.*  
 ..... *Landing Waiter.*

N.B.—Tide Waiters will state when packages are either Short Landed or sent to the Examining Warehouse for examination, and will not permit goods to be removed from the wharf or Station until weighed or ganged when necessary.

**GOODS FOR EXAMINATION.**

**CUSTOM HOUSE, Montreal** *Aug. 1* 188*9* Entry No. \_\_\_\_\_

**BROWN, MORGAN & CO. Importers.** Ex. *S. S. Sardinian* from *Liverpool*

Marks and Numbers.	Packages and Goods.	When Received.	Appraiser's Signature.	When Delivered.	Charges.	To whom Delivered.
B. M. & Co. M.						

TO THE EXAMINING WAREHOUSE KEEPER, \_\_\_\_\_  
*Landing Waiter.*

The package received for examination having been passed, permission is hereby given to open all the packages mentioned on above entry.

*To the Consignee. Montreal* \_\_\_\_\_ 188*9* \_\_\_\_\_ *for Collector.*

WHARFAGE INWARDS. No. ....

MONTREAL, *Aug. 1* 1889

Per..... *Ex S.S. "Sardinian"* *White Master.*

For **BROWN, MORGAN & CO.** Importer.

Mark or Address.	DESCRIPTION OF GOODS.	VALUE or QUANTITY.	RATE.	AMOUNT.
	<i>7 Packages</i>	<i>tons. 10</i>	<i>25</i>	<i>2.50</i>

I DO HEREBY DECLARE that, to the best of my knowledge and belief, the foregoing account is just and true in every particular. Witness my hand, this *first* day of

*August* 1889

Declared before me,

..... Collector.

*James Black,* Agent of Importers.

To the Consignee. Montreal 1889 for Collector.



## No. 26. FOR EXPORT EX-WAREHOUSE No. 47

To be forwarded by....."*Assyrian*".....to the Port of.....*London*.....PORT OF MONTREAL, *1st August, 1889* ENTRY No. *676*Imported by.....*Budge & Co.*.....per.....*C. P. R.*.....from.....*U. S.*Warehoused *20th July 1889* Ledger.....Warehouse Entry No. *373*

Marks and Numbers.	No. of Packages.	DESCRIPTION OF GOODS.	Amount in Currency of Invoice.	Value for Duty in Dollars.	QUANTITY.	Rate of Duty	Amount of Duty	
							\$	c.
		Goods purchased in <i>U. S.</i>						
	249	<i>Subs Butter</i>		1743	14290	4	571	60
		<i>Phys.</i>		62		20	12	40
							\$584	
Consig ned to		<i>Order</i>						

## DECLARATION.

I, *Duncan Paton* Agent of *Budge & Co.*do hereby declare that the Goods, Wares and Merchandise herein described are truly intended to be exported under Bond to the Port of *London* in *G. B.* without the limits of the Dominion of Canada, and are not intended to be re-landed within the limits of the said Dominion.

I further declare that, to the best of my knowledge and belief, the said Goods, Wares and Merchandise are the same in quantity, quality and value, waste and damage excepted, as at the time of exportation.

Declared before me, this

*1st day of Aug. 1889* }*Duncan Paton*

Collector.

Received the above mentioned Goods on board the.....

for exportation to.....

*Master, Mate or Agent.*

---

*Entry Outwards.*

For the entry of goods manufactured in Canada, Form No. B. 13 (see form page 46) is used, and the accompanying specimen explains what is required. If the goods exported are not manufactured in Canada, Form No. 48 is used. This also calls for the name of the country of which the goods are the produce or manufacture.

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No. B. 13.

## ENTRY OUTWARDS.

GOODS THE PRODUCE OR MANUFACTURE OF CANADA.

*(Except Excise Goods to be separately reported on Form No. B. 9.)*

PORT OF MONTREAL, 11th Oct. 1889 Report No. 57

Entry No. 768

Exported by Campbell &amp; Co. per Sardinian.

Brown Master, for Liverpool

MARKS AND NUMBERS.	NO. AND DESCRIPTION OF PACKAGES.	DESCRIPTION OF GOODS.	EXPORTED.	
			QUANTITY.	Value.
K 17 to 126	109 Bbls.	Apples		\$327

I, *John Allan* do hereby solemnly and truly swear (or affirm) that the above Entry contains a full, just and true account of all the articles named (the produce of Canada) shipped by *Campbell & Co.* per *Sardinian* for *Liverpool* and that the Value of such articles are truly stated according to law.

*Campbell & Co.*

Owners, Shippers or Consignors

Sworn (or affirmed) before me,  
this ..... day of ..... 18 }  
.....

Collector.

**D** occurs in the following abbreviations :

d	pence.
d/d	days after date.
Dft.	Draft.
Div.	Dividend.
Dis.	Discount.
Dr.	Debtor. (Incorrect for Dear.)
d/s	Days sight.
Do.	Ditto. The same.
Doz.	Dozen.
D. B.	Day Book.
Dols. or \$,	Dollars.

**Days of Grace.** The time allowed for payment of a bill of exchange after it is nominally due. All bills excepting those payable *on demand*, have three "days of grace" allowed.

**Debentures.** Bonds issued by the State, or by Commercial Companies, acknowledging a debt for money lent, and engaging to pay interest at a specified rate, until repayment of the amount of the Bond.

**Debt.** A duty or obligation to pay something.

**Debit.** The side of an account which shows indebtedness.

**Debtor.** One who owes another.

**Del Credere.** An engagement by an agent to guarantee, in consideration of an additional commission, the payment of all goods he has sold, whether he himself receives payment or not.

**Demurrage.** A payment made by one who charters a vessel, for undue detention in port after the time agreed upon.

**Deposit.** Anything deposited or intrusted to the care of another, especially a sum of money left with a banker, subject to order. In depositing money at a bank, a deposit slip, similar to that on page 48, is used.

**Discount.** (1) A deduction made for the settlement of an account before it becomes due. (2) The allowance made to bankers or others, for advancing money upon bills before they become due.

**Dishonor.** To refuse acceptance, or payment of a bill of exchange.

BANK OF MONTREAL,..... 11th Nov..... 1889			
<b>Credit</b> .....		<i>Ludwig &amp; Sons,</i>	
with.....		<i>Two Thousand Six Hundred</i>	
and <i>Fifty-six</i> .....		77 <small>100</small> Dollars.	
BILLS.		LOCAL CHEQUES.	
20 x 1	20	250	
2		(28	90
4			
50 x 5	250	590	26
6		<u>1 10</u>	
7		820	
6 x 10	60	<u>1 50</u>	
20		25	
25		40	46
50	330	330	
100			
500		2659	62
1000		2	85
		2656	77
REMITTED.	Commission.		

**Dividend.** (1) The sum paid annually as *interest* on loans, debentures, bonds, etc. (2) The profit on the capital of a banking, railway, or other company. (3) The share paid to a creditor of a bankrupt.

**Domiciled.** Made payable at some specified house. Applied to bills of exchange made so payable by the acceptor for his own convenience.

**Draft.** See *Bills of Exchange*. An order by one person on another for payment of a sum of money.

**Drawee.** The person on whom a bill, or draft, is drawn. He subsequently becomes the *acceptor* or *payer*, or both.

**Drawer.** The maker of the bill or note. He who draws the bill on another.

**Dubious Paper.** Notes issued by a person, or firm, whose commercial standing is not considered good.

**Duty.** Money paid to government for goods imported, or exported. (See *Customs*.)

**Dunnage.** Loose wood, mats, etc., used in stowing a cargo.

**Duplicate.** A copy.

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**E** occurs in the following abbreviations :

E. E.	Errors excepted.
E. and O.E.	Errors and omissions excepted.
Ea.	Each.
Ex. or x/d	Exdividend.
Ex. cp. or xcp.	Excoupon.
Esq.	Esquire.
e. g.	(Exempli gratia) For instance.
Eng.	England.
Exd.	Examined.
Exr.	Executor.
Etc. or &c.	(Et cœtera) and so forth.
Ex.	Example, also "out of."

**Embargo.** An order given by public authority, prohibiting the departure of ships or goods from port.

**Endorse.** Or Indorse (which see).

**Engrossers or Monopolists.** Persons who buy up the whole, or large quantities of commodities, and keep them on hand with the object of increasing their profits.

**Equation of Payments.** An arithmetical operation, the object of which is to determine the date when a single payment should be made for several payments due at different dates. (See *Averaging Accounts*.)

**Exchange.** (1) The giving or receiving of one thing for another. (2) The remittances of money between different countries, by which sums in the money of one country, are exchanged for sums of equivalent value in another.

**Ex Dividendo.** Without the dividend. When attached to prices of stock, it denotes that the purchaser is not entitled to the dividend just falling due.

**F** occurs in the following abbreviations :

F. O. B.	Free on board.
F. A. A.	Free of all average.
F. P. A.	Free of particular average.
F. G. A.	Foreign general average.
Fcp.	Foolscap.
Fol.	Folio.
Ft.	Freight.
F. O. C.	Free on Cars.
Fav.	Favor.

**Fac Simile.** An exact copy.

**Face Value.** The amount for which, a Bill or other negotiable instrument is drawn.

**Farthing.** An English coin, value one fourth of a penny, usually written as the fraction of a penny thus :  $9\frac{1}{4}^d$ ,  $7\frac{1}{2}^d$ ,  $7\frac{3}{4}^d$ .

**Finance.** The revenue of the state. The term is also applied to that of firms, or individuals.

**Firm.** The name or title under which a partnership of individuals transact business, e. g. *Drummond, McCall & Co.*

**First Class Paper.** Bills, Promissory Notes, etc., bearing names of acceptors, or indorsers, of first class commercial standing.

**First of Exchange.** See Bills of Exchange.

**Flat.** Dull.

**Flotsam, Jetsam and Lagan.** The term *flotsam* is applied to goods lost by shipwreck and floating in the sea. *Jetsam* is applied to goods thrown overboard, and which sink to the bottom of the sea. *Lagan*, to goods sunk in the sea, and attached to a cork or buoy, that they may be fished up again.

**Folio.** In bookkeeping, a *folio* consists of the two pages of an account book, presented to the view when opened. Both are numbered by the same figure.

**Foreign Bill.** See Bills of Exchange.

**Foreclose.** To foreclose a mortgageor is to cut him off from the power of redeeming mortgaged property.

**Freight.** This word is used in various senses. (1) It is applied particularly to the cargo of goods conveyed by vessels. (2) To



goods conveyed by rail. (3) To the *sums charged* for conveyance of goods by land or water.

**Free Trade.** Commerce carried on without payment of customs duties.

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**G** occurs in the following abbreviations :

gal.	Gallon.
G. P. O.	General Post Office.
grs.	grains or gross.
G. B.	Great Britain.

**Garnishee.** A person who has property or value belonging to another person, and has received warning or *garnishment*, not to deliver or pay it to a third person who has a claim against it.

**Goodwill** of a business. The *custom* of any trade or business. For an old established business, this custom presents an expectation of profit worth paying for.

**Gratis.** For thanks, or for nothing.

**Guarantee, or Guaranty.** An undertaking for the payment of some debt, or the performance of some contract or duty of another, in case of the failure of such person to pay or perform.

**Guinea.** A gold coin formerly used in Great Britain, valued at 21s.

**H** occurs in the following abbreviations :

H.M.S. Her Majesty's Service.

Hhd. Hogshead.

Hon. Honorable.

H.P. Horsepower.

**Honor.** To pay a note or draft when it becomes due.

**Hypothecate.** To give a creditor the right to property as security for a debt. Property *hypothecated* remains in the hands of the debtor or borrower, and thus distinguishes it from property *pawned*, where the goods are held by the lender for security of the debt.

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I occurs in the following abbreviations :

Ib. or Ibd.	( <i>Ibidem</i> ) In the same place.
Id.	( <i>Idem</i> ) The same.
i.e.	( <i>Id est</i> ) That is.
I. O. U.	I owe you.
Int.	Interest.
Inv.	Invoice.
Invty.	Inventory.
Ins.	Insurance.
Inst.	Instant (The present month.)
I. B.	Invoice Book.
In.	Inch or inches.
I. Q.	( <i>Idem Quod</i> ) The same as.

**I. O. U.** A contraction for the sentence "I owe you," an acknowledgment by one person of indebtedness to another. The following is the usual form :

*Montreal, Oct. 11, 1889.*

*Mr. John Brown,*

*I owe you Five Dollars.*

*\$5.00.*

*James Black.*

(It is not negotiable.)

**Importation.** Bringing goods from one country into another.

**Indorsee.** The person to whom a bill is indorsed.

**Indorsement.** The act of writing the name of the holder of a bill, check, or other document, on the back of the same, for the purpose of transferring it to another. The name alone written on

the back is termed "Blank" indorsement, and the document is then transferable to any one without further indorsement. Full indorsement is written thus :

*Pay James Allan & Co. or order for  
value received.*

*William Brown.*

which limits the transfer to the person named in the indorsement.

**Insolvent.** One whose estate is insufficient to pay his debts.

**Instalment.** Payment by instalment is payment by parts at different times.

**Insurance.** A contract whereby for a certain consideration, called a *premium*, one party undertakes to indemnify the other against certain risks, such as the perils of the sea, fire, etc.

**Interest.** Money *paid* for the use of money *lent*, usually calculated at a certain rate per cent. per annum. The *principal* is the sum lent. *Simple Interest* is the interest on the principal only for the full time. *Compound Interest* is so called, because interest is paid, not only on the original principal, but also on the successive additions of interest, as they annually accrue. The general rule for the calculation of one year's interest is, "Multiply the principal by the rate per cent. and divide by 100," if for days, "divide the interest for one year by 365 and multiply by the number of days," if for years multiply the first year's interest by the number of years. The following very simple method is worthy of study, for example :

Find the simple interest on \$40 for 313 days at 4% per annum.

Principal . . . . .	\$40
Multiply by No. of days . . . . .	313
	12,520
Multiply by double the rate . . . . .	8
	100,160
To this product add its $\frac{1}{3}$ part . . . . .	33,386
" " $\frac{1}{30}$ . . . . .	3,338
" " $\frac{1}{300}$ . . . . .	333
	100,160

Cut off five places to the right . . . \$1.37217

and the answer is got in dollars and decimal thereof; thus the

answer is \$1.37. This method, though not accurate as regards the fraction of a cent, will always give the dollars and cents correctly. It will be noticed that the thirtieth part of the product in the foregoing is got by taking the tenth part of the preceding result, that is, the first four figures are simply copied down, similarly with the 300th part, the first three figures are taken down. Again as another example :

Take the interest on \$53.60 from 15 March to 20th April at 3½%.

Principal . . . . .	\$53.60
Multiply by No. of days . . . . .	36
	192,960
Multiply by double the rate . . . . .	7
	1350720
Add 1/3 . . . . .	450240
" 1/30 . . . . .	45024
" 1/300 . . . . .	4502
	18,50486

In this case there are cents in the principal, we therefore count back seven places, giving as answer 18 cents.

**Inventory.** A statement of the value of goods and property on hand.

**Invoice.** A detailed statement of goods purchased, sent by a dealer to a customer. It usually contains date of purchase, quantity and description of goods, price and charges, and any other particulars such as marks, route of shipment, etc., of which the consignee should be informed. Invoices are very different in detail, according to the nature of the business. An invoice clerk should be an expert penman, and rapid and accurate in his arithmetical calculations. The following samples will fairly illustrate what is required. The last two are English invoices of which Customs entries are on previous pages.

*Montreal, 11th Dec., 1859.*

*Messrs. Fraser & Sons, Toronto.*

**Bought of G. & J. DUFF.**

**Terms: 3 mos.**

104	106	Doemens	317 1/2	£2	372		
105	106	do.	"	£2	372		
			Case		6	70	
							£750 70

*A. S. S.  
Freight Paid.*

Accompanying invoice, letter such as the following is sometimes sent.

ST. PAUL ST.

No. 11th Dec, 1889

Dear Sir,

We have the pleasure of enclosing herewith invoice of goods which have been forwarded according to your instructions, and which, we trust will arrive safely, and give satisfaction. The amount of invoice, \$750.70 we carry to your debit.

Trusting to have a continuance of your esteemed orders which shall have our prompt and best attention.

We remain,

Yours truly,

G. &amp; J. Duff.

Memo:



It will be noticed that the following invoice is in the currency of England.

No. 23. *Montreal, 5th July, 1889.*  
**Invoice** of 239 Boxes Cheese shipped by **PATTERSON & CO.**  
 per S.S. "Dracona" leaving Montreal 7th day of July for Bristol  
 for account and risk of Messrs. Gardner, Thomas & Co., as per order  
 of 7th May, Insured for \$1500.

BRAND.	SHIPPING MARK.	COLOR.	NUMBER OF PKGS.	WEIGHT.		PRICE.	AMOUNT.
				MARKED WEIGHT.	AVERAGE LOSS.		
	G. T. R. 23	W.	94	5574	38		
	" 24	"	51				
	" 25	"	65				
	" 28	"	29				
			239				
						44/6	279 4 9
						30/	10 5 6
							£268 19 3

*Less freight.*

NETT. 5536  
 3258  
 3469  
 1793  
 14056  
 125½ cwtS.  
 T. cwtS.  
 6. 17.

N.B.—In writing or cabling about this Invoice, use Invoice No. (See Inquiries and Reports end of our Code.)

In this Invoice of consignment the tare is given in two, the first being the weight of the packages, and the second the allowance for soakage of butter.

N.B.—In writing or cabling about this Invoice, use Invoice No. (See Inquiries and Reports end of our Code.)

No. 101. *Montreal, Aug. 15th, 1889.*  
**Invoice of 716 Pkgs. Butter shipped by STERNECK & SON,**  
*per S.S. "Stemholt" leaving Montreal 15th day of Aug. for Ham-*  
*burg for account and risk of Sterneck & Son, and consigned to care of*  
*Mr. Fred. Meier, Insured for \$2500.*

BRAND.	SHIPPING MARK.	NUMBER OF PKGS.	WEIGHT.		PRICE.	AMOUNT.
			GROSS.	TARE.		
	Fine Dairy E Butter M	333	15531	2377 466	54/	305
	" M	311	8484	1419 435	53/	156
	Fine Dairy E Butter	28	379	61 40	50/	6
	<A>	44	1649	260 61	45/	26
	<i>Less freight</i>				32/6	495 18
						18 7
						13 9

N.B.—In writing or cabling about this Invoice, use Invoice No. 101. (See Inquiries and Reports end of our Code.)

16 GREAT CLYDE STREET,

Glasgow, 18th July, 1889

Messrs. Brown, Morgan &amp; Co.,

Montreal,

## To McLEOD BROS.

1521	8	<i>Shirts</i>	420	17/11	7 3 4			
	8	"	422	21/-	8 8			
	6	"	424	27/3	8 3 6			
	6	"	426	35/6	10 13			
			<i>Case</i>		13 5	35	1	3
1522	6	<i>Shirts</i>	400	19/6	5 17			
	6	"	442	25/3	7 11 6			
	6	"	404	27/-	8 2			
	6	"	406	34/6	10 7			
	4	"	408	40/-	8			
			<i>Case</i>		19 9	40	17	3
1523	6	<i>Shirts</i>	410	46/6	13 19			
	4	"	412	52/6	10 10			
	6	"	428	39/6	11 17			
	4	"	430	40/6	8 2			
	4	"	432	41/-	8 4			
			<i>Case</i>		17 2	53	9	2
1435	14	<i>Coz. Jerseys</i>	<i>J.</i> 100	45/-	33 10			
	8	"	<i>J.</i> 150	56/-	22 8	53	18	
						<u>£183</u>	<u>5</u>	<u>8</u>

*per J. S. Sardinian*  
*(Certified correct*  
*McCleod Bros.)*

For Customs Entry for above see page 38. (Amount of Invoice £183 . 5/8 less cases £2 . 10/4 = £180 . 15/4, nett value of goods for Customs duty.)

56 MCGILL STREET,

Lidderminster, 16th July, 1889.

Messrs. Brown Morgan & Co Montreal.

Dr. to STEWART & CO

326	8	Pices Drawn	5012	3/3	54	10
			Canvas			15
			Less 7 1/2 trade		L. 55	5.
					4	1
					L. 51	3
						9
						3

p. D. "Sardinian"  
B/L enclosed

Certified Correct  
Stewart & Co

For Customs Entry of above see page 38.

1889

6.

1 3

17 3

9 2

18  
5 8

voice  
ds for



**J** occurs in the following abbreviations :

J/a Joint account.

J. F. Journal folio.

Jr. Junior.

**Joint Stock Company.** A partnership of individuals consisting generally of a large number of members, having a permanent paid up or nominal capital, divided into shares, also of fixed amount, transferable without the consent of the co-partners.

**L** occurs in the following abbreviations :

L/C	Letter of Credit.
Lbs.	Pounds.
L & G.	Loss and Gain.
L. F.	Ledger Folio.
L/6/3	Our letter of 6th March.
£	One pound sterling.

**Lease.** A contract granting the possession of property for a given time, and for a given consideration.

**Letter of Credit.** A letter requesting the person addressed, to pay, or credit, or hold at the disposal of some other person named therein, a specified sum.

**Letter of License.** Permission granted by the creditors of an embarrassed trader to conduct his affairs for a time without molestation.

**Letter of Attorney.** Written instrument by which a person is authorised to transact business for another.

**Liabilities.** Debts of an individual or firm.

**Lien.** (1) A legal claim. (2) A charge upon real or personal property for the satisfaction of some debt or duty. (3) A right to retain property until some claim upon it is satisfied.

**Liquidation.** The settlement or winding up of a business by the recovery of claims, payment of debts, etc.

**Limited Liability.** Liability is said to be limited, when, as in Joint Stock Companies, the shareholders are not bound to contribute more than the amount of the shares they have subscribed. If a limited liability company therefore be wound up, the creditors bear the loss, if any.

**Lighterage.** The amount paid for hire of a lighter or barge.

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**M** occurs in the following abbreviations :

M.	a Thousand, as e.g. 40/m, forty thousand.
M/d	Months' date.
M/s	Months' sight.
Mdse.	Merchandise.
Mo.	Month. Mos. Months.
Memo.	Memorandum.
Mftg.	Manufacturing
Mr.	Mister.
Messrs.	Messieurs.

**Manifest.** A ship's manifest is a list of goods or cargo on board. It contains (1) Consignee's name, (2) Destination, (3) Marks, (4) Description of goods. When the vessel sails to a foreign country, a copy of the manifest has to be exhibited at the Custom House. (See form on page 68.)

**Marking Prices.** In those houses in which a large variety of goods is kept, the cost price and selling price should be marked on each piece or parcel of goods. For the former it is usual to use some word or phrase consisting of ten different letters, each representing a figure. Thus take the word

V A N D E R B I L T  
 . 1 2 3 4 5 6 7 8 9 0

It is required to write the cost, say \$3.47, the mark would be N.DB. The selling price may be treated in the same way, but should be marked clearly in figures. An extra letter, called a repeater is used to prevent the repetition of any figure. The following are additional examples of marking keys, "Journalize," "Be quick now," "Particular."

**Maturity.** The time at which a Bill or Note becomes due. Thus a bill at thirty days after date *matures* in thirty-three days, the three days of grace being added on.

**Medium of Exchange.** The coinage or specie of a community.

**Mortgage.** A conveyance of property in security for a debt or loan, which becomes invalid on payment thereof. *Mortgagee*, the person to whom the mortgage is given. *Mortgagor*, the one who gives the mortgage.



Manifest of SS. "East" Master Cap' Simpson  
 From Glasgow To Montreal. 7th July 1890.

NO.	MARKS.	CONSIGNED.	DESTINATION.	ARTICLES.
1	[T] 1 to 100	Chas Tennant & Co	Montreal	Sul. soda
2	[C] M 1 to 50	Jas Higgins & Co	do.	Lined oil
3	T. & S.	Ford & Sons	do.	Sulphur
4	[S] 1 to 20	Starnock & Co	Quebec	Caustic soda
5	W. B.	Watkes & Brown	Montreal	Lump alum
6	W. B.	Do.	do.	Red Lead
7	A and S.	Allen & Son	do.	Saltpetre
8	A and S.	Do.	do.	Soda ash
9		Driff & Co	do.	Copper
10	[M]	Miller & Co	Quebec	Fin Plates
11	[M]	Do.	do.	Canada Plates
12		Jas Tulloch	Montreal	Coal

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**N** occurs in the following abbreviations :

No.	Number.
N.B.	( <i>Nota Bene</i> ) Take notice.
Nem. Con.	( <i>Nemine Contradicente</i> ) No one contradicting or opposing.

**Nett or Net.** Clear after all deductions are made.

**Net Proceeds.** The proceeds of the sale of goods after all deductions are made.

**Net Weight.** The neat or exact weight of goods after deducting tare.

**Negotiable.** Transferable from one person to another.

**Non Claim.** The omission to make a claim within the time limited by law.

**Note.** A *promise* to pay (See Bills of Exchange.)

**Notary or Notary Public.** A person duly appointed to attest signatures in deeds, contracts, affidavits, etc., also to note and protest bills of exchange and promissory notes.

**Novation.** The substitution of a new debt for an old one, for example, when the acceptor of a bill is not prepared to meet it with cash, when due, and gives another bill in place of it.

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**O** occurs in the following abbreviations ;

O. I. B.	Outward Invoice Book.
O. B.	Order Book.
oz.	Ounces.
o/a	On account.
o/o	Per cent.
o/oo	Per thousand.
O.H.M.S.	On Her Majesty's Service.

**Obligation.** The relation of a debtor to his creditor. Applied also to bonds within which an obligation is recorded.

**Obligee.** The person to whom another is bound or to whom a bond is given.

**Obligator.** The person who gives the bond.

**Open Policy of Insurance.** One to which at the time of effecting the insurance, the amounts may be added,—the interest or premium to be afterwards declared, for example, the covering of risks attaching to cargo during an entire season, instead of during a single voyage.

**Order.** A request from one dealer to another to supply certain goods. The clerk should be careful to describe the goods correctly, with precise instructions, (if any), as to shipment, insurance, etc., keeping an exact copy on counterfoil. It may be in the form of a letter thus : (See page 71).

ST. PAUL ST.

*Montreal, 11th July, 1889.*

*No. 67*

*Messrs. Gray & Sons, Glasgow.*

*Please supply per Steam.*

85 Boxes	Fin Plates	1 C. 14 x 10	"Bailey" Charcoal
30 "	"	1 x "	"
8 "	"	1 C. 12 x 12	"
8 "	"	D. C. 17 x 12½	"

Write "Insured in the consignees' open policy in the Royal Insurance Co." across B/L.

MARSHALL and WHITE.

*per A. M.*

Printed forms are much used, which, like Invoices, vary according to the nature of the business. Subjoined is local order to Box maker for Cigar boxes :—

TUCKER & SON.

**CIGAR BOX ORDER.**

For..... *J. Rattray & Co.*.....

Order No..... *96*..... *12th August, 1889.*

	LENGTH.	WIDTH.	DEPTH.
<i>Cedar</i> .....			
<i>Cedar, Imitation Bottom</i> .			
<i>100 Imitation Cedar</i> .....	<i>8½</i>	<i>4 <math>\frac{7}{16}</math></i>	<i>4</i>
<i>Butternut</i> .....			

Top Brand..... *Cock Robin*.....

Front Brand..... *Media Regalia*.....

Back Brand.....

I. R. D. *3/17/100*..... Edging *O. No. 2*.....

Label..... *Cock Robin*.....

Lining..... *White*.....

Flaps..... *White glazed*.....

REMARKS.

*Wanted immediately.*

**P** occurs in the following abbreviations :

p.	page, pp. pages.
P/c	Price current.
P/n	Promissory note.
P. P. I.	Policy proof of interest.
P. O.	Post Office or Postal Order.
P. O. O.	Post Office Order.
P. T. O.	Please turn over.
P. S.	( <i>Post scriptum</i> ) Postscript.
pm. or prem.	premium.
p.m.	afternoon.
p.p.	please pay.
prox.	next month.
pcs.	pieces.
pd.	paid.
pkg.	package.
P. C. B.	petty cash book.
pts.	pints.
per ann.	by the year.
per cent.	by the hundred.
p. pro. or per pro.	In place of.
pro tem.	( <i>pro tempore</i> ) for the time.
pro	for.

**Paper Money.** Notes or Bills, promising the payment of money circulated by the state, or authorized banking corporation in lieu of metallic money.

**Par.** Equal. For example shares are said to be at *par* when they sell for their nominal or original value, \$100, \$50, etc., according to the amount on its face. The bonds of a new Loan or Company are placed on the market say at \$92 for every \$100 Bond, and when these shares are afterwards sold at this price, they are said to be *issue par*. If sold for less, at a *discount*, and for more, at a *premium*.

**Par of Exchange.** The established value of the money of one country compared with that of another, for example the value of a pound sterling expressed in the currency of Canada. The *Par of Exchange* is invariable, and serves as a standard for the rise and fall of exchange as affected by supply and demand. If a given sum

in the currency of one country, could be exchanged for a sum equal to it in the currency of the other, the exchange is said to be *at par*.

**Partnership.** A contract between two or more persons to carry on a trade, business, or adventure, the profits to be shared by each.

**Patent or Letters Patent.** An official document securing to a person for a term of years, the exclusive right to the profits of a new invention.

**Payee.** The person to whom money is, or is to be paid.

**Payment.** The giving of something for something else. Money given in discharge of a debt or promise. Though checks and bill of exchange are accepted in payment of accounts, yet these accounts are not really satisfied, until these documents have duly matured, and have been paid in cash.

**Penny.** One-twelfth of a shilling.

**Per Procuration.** Commonly contracted into p.p., or per pro., performing a duty on behalf of another, for example, a clerk signing for Morgan & Co., would write :—

*P.p. (Morgan & Co.*

*Chas. Allcock.*

**Per Cent.** A contraction for per centum, meaning per hundred. In business applied to rates of interest, discount, etc., and written %.

**Policy or Policy of Insurance.** The contract of insurance containing promise to pay a certain sum on the occurrence of some event. *A valued Policy* (Marine Insurance) is one in which the value of the goods is specified; *Open Policy*, one in which the value of the goods is not mentioned. In case of loss the value has to be proved.

**Posting.** *To Post* is a term used in the office denoting the transfer of entries from Cash, Day Book, Journal, etc., into the Ledger.

**Post Date.** To attach a date to a check, bill, or other writing, *after* that on which it was written.

**Post Office Order.** A form used for particulars of remittances through Post Office Money Order Department. To avoid trouble and annoyance, be sure that it is filled up distinctly as on page 76.

**Pound.** (In weight) *avoirdupois*. The unit of weight for merchandise. (In money) the principal coin of account of Great Britain. It is divided into 20 shillings or 240 pence. The coin for circulation is called a "sovereign."

**Power of Attorney.** A written authority given to a person to act in place of, and with the full powers of another person.

**Preference Shares.** Shares or bonds entitled to preferential claim on profits up to a certain point before anything is paid to ordinary shareholders.

**Premium.** In insurance, the amount paid by the insured to the insurer. The price of shares are said to be at a premium, when the price paid for them is higher than the price when originally issued.

**Present, to.** See Bills.

**Price Current or Price List.** A list of the market prices of price of merchandise, stocks etc., occasionally published.

**Primage.** An allowance sometimes granted the master of a vessel for taking care of the cargo.

**Principal.** A sum of money put out at interest.

**Profit.** (1) Pecuniary gain in any transaction. (2) The difference between revenue and expenditure. A manufacturer's expenditure, for example, would include the cost of raw material, cost of labour, cost of management, interest on capital, insurance. His revenue,—the price received for the manufactured article;—the difference, his profit.

**Promissory Notes.** See Bills of Exchange.

**Pro-forma.** According to form.

**Protest.** See Bills of Exchange.



M. O. No. 1 P.M.  
400,000 28-3-80.

## APPLICATION FOR ALL CLASSES OF MONEY ORDERS.

FORMULE DE DEMANDE POUR TOUTE MANDAT DE POSTE.

## PART I.

For use of Postmaster.  
(Pour le Maître de Poste.)

No. ....

Exchange office.  
Bureau d'échange. }

Stamp of issuing Office.

Timbre du bureau d'émission.

**Nota.**—The Postmaster must be careful to insert the number of the Order and affix the dated Stamp of his Office in the place provided for it, and if the Order is drawn payable in the United States he must write on the Order the name of the Canadian Exchange Office through which the Advice is sent, and must also give the name of the State or Territory in which the paying office is situated.

**N.B.**—Le Maître de Poste doit avoir soin d'inscrire le numéro du mandat et d'apposer le timbre à date de son bureau, à l'endroit qu'il appartient; et si le mandat est payable aux États Unis il doit inscrire sur le mandat le nom du bureau d'échange canadien par l'entremise duquel est envoyé l'avis, ainsi que le nom de l'État ou du Territoire où se trouve le bureau payeur.

## PART II.

For use of Public.  
(Pour le Public.)

Amount. Montant.	Commission. Droit.
\$ 24 33	

Money order } Payable at } *Stonehaven* } Mandat Payable au Bureau deProvince, State } or Country. } *Scotland* } La Province, l'Etat ou Pays.For the sum of } Pour la somme de } *Twenty-four* } Dollars. *33* } cents.Christian name and sur- } name of person to whom } *David Smith* } Nom et prénoms du destinataire des fonds.Residence. { Street and number } *57 Union Street* } Rue et numéro }City or Town } *Stonehaven* } Ville ou Village.County, Department or Canton } *Kincardine* } Département ou CantonChristian and surname } or Remitter of the order } *James Palmer* } Nom et prénoms de l'envoyeur.Residence } *71 Sherbrooke Street*

† If the Order is for payment out of Canada, the remitter must write here the exact address which a letter intended for the payee should bear.

† Si le mandat doit être payé en dehors du Canada, l'envoyeur doit écrire ici l'adresse exacte que devrait porter une lettre expédiée au destinataire.

**Q** is used in the following abbreviations :

qr. quarter.

qt. quart.

Q. v. (*quod vide*) which see.

**Quotation.** The prices of goods, course of exchange, rates of freight, etc., quoted in the various markets, or, by one merchant to another.

**Quarantine.** The time that a ship suspected of having infectious disease on board must remain at a certain place, before having intercourse with the shore.

**R** occurs in the following abbreviations :

R.R. Railroad.  
R.B. Receipt Book.  
Rec'd Received.  
Reg. Register.

**Rate of Exchange.** Price of the money of one country reckoned in that of another.

**Rebate.** Same meaning as discount or abatement.

**Receipt.** An acknowledgment of a certain sum of money having been received. A receipt should contain (1) The date when received, (2) The name of person from whom received, (3) For what the money was paid, (4) The signature of the receiver. (See page 79.)

Instead of "account to date," the following phrases which explain themselves may be used ;—"on account," (deleting "in payment of,") "in full of all demands," "rent of store for March 1889," "services to date," "note at.....months, due this date," "interest on his mortgage," etc., etc.

To receipt an account write, "Received payment," or, "Paid," with date and name thus :—

*Received payment,*

*16th June, 1889,*

*James Brown*

*Montreal, 5th December, 1890.*

**Received from A. A. BRIGGS & CO.**

*60 Dollars*

the sum of *Sixty Seven*

in payment of *account to date*

*Jas. Stewart & Co*

*p. W. M.*

\$ *67* <sup>*00*</sup>/<sub>*100*</sub>

When one person receives money for another, he signs thus:—

*Received payment,*

*16th June, 1889.*

*Thomas Brown,*

*per James Smith.*

**Remittance.** Money or notes sent from one person to another.

**Renewal of a Note.** Should the drawee of a bill or note be unable to pay the amount as promised, the holder of the bill may grant extension of time,—taking up or cancelling the old note, and adding interest for additional time and expense of recalling note, if sent forward for collection.

**Retire.** To retire a note means the paying of it when it becomes due.

**Resources.** Another term for assets.

**Returns.** Value of goods returned by consignee to consignor. See Credit Note.

**Royalty.** (1) The payment made by a manufacturer to an inventor, for every machine sold, (2) Of coal owner to landlord for every ton of coal extracted, (3) A payment made to any person in return for some privilege or concession granted.

**Running Policies.** Same as Open Policies, which see.

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**S** occurs in the following abbreviations :

s.	shilling or shillings.
SS.	Steamship.
s g.	( <i>Salutis Gratiâ</i> ) for the sake of safety— insured.
s. p.	supra protest.
sen.	senior.
Sec.	secretary.
Soc.	society.
St.	street, saint.
Ship't	shipment.
Stg.	sterling.
Super or S.F.	Superfine.
S.B.	Sales Book.

**Sale.** An exchange of goods for money or credit.

**Salvage.** (1) Goods saved from a wrecked vessel, (2) The payment made to parties saving either the vessel or cargo, after it has been abandoned.

**Schedule.** A document containing a list or catalogue of goods. A railway schedule or shipping note as appended on page 83 contains, consignee's name, number of packages, marks, weight, back charges, and consignor's name. (attached to it is railway company's receipt for the goods as described therein, see page 82.)

**Sea-worthy.** Fit for a voyage and implying that a ship is tight and staunch, manned and stored and in every way fitted for the intended voyage.

**Set of Exchange.** See Bills.

**Shares.** Portion of the capital of a trading company. The profits of such a company are divided proportionately, among the holders of the shares. Shares of this nature are called *ordinary* shares, (see Preference Shares and deferred Shares.)

**Shipment.** The goods shipped on board a vessel.

**Shilling.** The twentieth part of a pound sterling.

**Sight Bills.** Bills drawn payable at sight, or on demand. Sighting a bill, a bill drawn at sight, or so many days after sight,







is presented for acceptance to the person on whom it is drawn, that is, bringing it under *his sight*.

**Signature.** The name or sign of a person written by himself on any document.

**Sine die.** Without fixing a day.

**Sinking Fund.** A fund created for sinking or paying a public debt, or the buying up by the government of stock it has previously issued.

**Sleeping Partner or Silent Partner.** A partner who puts a certain capital into the business of a firm, but who takes no part in the management thereof.

**Solvent.** Able to pay all debts.

**Specie.** Coin, as distinguished from paper money.

**Speculation.** The purchase of land, stocks, goods, etc., in anticipation of a rise in value, as distinguished from regular trade.

**Sterling.** A term denoting the standard money of Great Britain.

**Storage.** Money received for storing goods in a warehouse.

**Staple Goods.** The chief productions of a country.

**Stock.** Money invested in business; capital; capital in a bank or other company in the form of transferable shares, or money invested in government funds is called stock. *Stock in trade*, the goods kept for sale by a shopkeeper. *Live stock*, animals, as cows, etc., on a farm, in distinction from *Dead stock*, such as agricultural implements, etc. *To take stock* is to make an inventory of goods on hand. *Stock account*, a term sometimes used in book-keeping for Capital account.

**Statement of account.** See Account.

**Subpœna.** To command attendance in court under a penalty.

**Surety.** A bondsman or one who becomes security for a debt, or performance of some act.

**Super-cargo.** A person appointed to superintend the sale of the cargo of a ship.

**Supra Protest.** An acceptance of a bill by a third person, after protest for non-acceptance by the drawee.

**T** occurs in the following abbreviations :

**T.** ton.  
**T.B.** Trial Balance.

**Tare.** An allowance made for the weight of the box, barrel or package, in which goods are packed. *Real tare* is found by actual weighing each package. *Average tare* is found by taking the weight of a few out of the entire number of packages, and from that calculating the weight of the whole. *Customary tare* is a stated allowance on each parcel fixed according to the custom of trade.

**Tariff.** A list or table of duties or customs to be paid on goods imported or exported.

**Telegram.** A message sent by telegraph. The address should be very plainly written and the message short and clear. The following message (see page 86) is from the cipher code on page 32 (which see).

**Teller.** An officer of a bank who counts over money deposits, or pays out money on checks.

**Tonnage.** The number of tons burden that a ship will carry.

**Transfer.** The conveyance of title or property from one person to another, by sale gift, or otherwise.

**Truck System.** Exchange of goods without the intervention of money.

**Trustee.** One who is entrusted with property for the benefit of another.

FORM 2.

# The Great North Western Telegraph Company OF CANADA.



**ALL MESSAGES TAKEN BY THIS COMPANY ARE SUBJECT TO THE FOLLOWING TERMS:**

It is agreed between the sender of the following message and the Company, that the Company shall be liable for damages arising from failure to transmit or deliver or from any error in the working of its lines, for errors in cipher or illegible writing, beyond the amount or for delays from interruption in the working of its lines, for errors in cipher or illegible writing, beyond the amount required for sending the same. To guard against errors, the Company will repeat back any telegram for the rate of one-half the regular rate, and in that case shall not be liable for any damages thereon. The amount received by the Company for the rate of one-half the regular rate, and in that case shall not be liable for any damages thereon. The amount received by the Company for the rate of one-half the regular rate, and in that case shall not be liable for any damages thereon.

Correctness in the transmission of messages may be guaranteed by the sender at the following rates, in addition to the usual charge for repeated messages, viz.: One per cent. for any distance not exceeding 1000 miles, and two per cent. for any greater distance. This Company shall not be liable for the act or omission of any other Company, but will endeavor to forward telegram by other Telegraph Company, necessary to reaching its destination, that may be agreed to by the sender, and will be responsible for the same. If the sender of a message is sent to such office by one of the Company's messengers, he acts for that office as the sender's agent; if by telephone, the person receiving the message, acts therein as agent of the sender, being authorized to assent to these conditions for the sender. This Company shall not be liable in any case for damages, unless the same be claimed in writing, within sixty days after receipt of the telegram for transmission.

H. P. DWIGHT, General Manager.

To employee of the Company shall vary the foregoing.

FRANCIS WIMAN, President.

SENT No.	SENT BY	RECEIVED BY	TIME SENT	TIME FILED	CHECK.
----------	---------	-------------	-----------	------------	--------

Send the following Message, subject to the above terms, which are hereby agreed to.

To Cable's Iron Co. 6th May, 1890.  
Buchanan St.  
Glasgow  
Dredge.

Read the Notice and Agreement at the Top.

**U** is used in the following abbreviation :

Ult. (*ultimo*) the last month.

**Ullage.** The quantity of liquor necessary to make up for leakage of a cask or bottle, or that part of a cask or bottle not filled with liquor.

**Underwriter.** An insurer,—one who undertakes the risk, so called from writing his name under the conditions. On some policies, only one such name appears ; on others, several names are added,—each party thus entering his name taking a “line,” or share of the risk.

**Usance.** The time which by usage or custom is allowed for payment of a Bill of Exchange, such as, thirty days, sixty days, etc.

**Usury.** Originally it signified *Interest* ; now, it is applied to exorbitant or illegal interest.

**Utter.** To *utter* coin means to pass off false coin.

**V** occurs in the following abbreviations :

Viz. (*Videlicet*) namely.

Vs. (*Versus*) against.

Vols. Volumes.

**Via.** “By the way of” as, via New York.

**Voucher.** A document or paper proving that some payment has been made, or transaction effected.

**W** occurs in the following abbreviation :

W. B. Way Bill.

**Way Bill.** A list of passengers in a public conveyance, of the baggage, or amount of goods transported by it.

**Wharfage.** Money paid for use of wharf. (See wharfage note under Customs.)

**Y** occurs in the following abbreviations :

Yds. Yards.

Yr. Year.

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## TIPS AND POINTERS.

FOR YOUNG BUSINESS MEN.

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**Accounts.** Always see that statements of accounts are compared and made to agree with the Ledger accounts from which they are transcribed.

**Don't Make Clumsy Figures.**

**Abbreviations.** Avoid the use of abbreviations in letter writing, also of figures except in giving dates or naming sums of money. If letter contains estimate for contract, repeat amount both in figures and in words. Be particularly careful in writing names of States, thus N. Y. might be mistaken for N. J. ; Md. for Ind., etc.

**Don't Write Crookedly.**

**Addressing Letters.** Always examine your letters before mailing and see (1) that they contain the correct letters and enclosures, (2) that they are properly addressed, (3) that they are sealed, (4) that they are sufficiently stamped. Much carelessness exists in the matter of addressing and much loss and worry is the result thereof. In some offices the addressing is left until the last moment and done in a hurry,—results are, transposed letters, or two letters in one envelope, or letters dispatched without address at all. An excellent plan is to keep all letters unsealed and have them re-examined by corresponding clerk before mailing. Re-examine the addresses also when in the act of posting.

**Don't Forget to Post Your Letters.**

**Brevity.** A waste of words is a waste of time both to the writer and the reader of a business letter. State the subject matter as briefly as is consistent with perspicuity. In replying to a letter follow the same order that is observed therein, discussing one subject fully and in a separate paragraph before you proceed to the next. Use short words and short sentences. If dictated, never say or imply that you understand instructions if you really do not.

**Don't be afraid to Confess Your Own Ignorance.**

**Bills of Lading.** Be specially careful to forward Bill of Lading with advice of shipment of goods. Failure in this may result in an account for storage or demurrage.

**Don't Forget to Stamp your Letters.**

**Checking.** Always check most carefully the invoices, accounts, receipts, etc., that come into your hands; never assume that they are correct, even though they are well written. Check also with care all bank discounts on notes discounted. Bank clerks are not infallible.

**Don't Flourish.**

**Copying.** Copy every letter, account, invoice, discount slip, etc., etc., that leaves the office.

**Don't Address the Envelope Wrong Side Up.**

**Date.** On a business letter give always the month, the day of the month and the year. It should appear on the right hand side at least one inch from top of page. In acknowledging receipt of a business letter always give the date of it.

**Don't Mention Private Matters in Business Letters.**

**Dear Sir.** The usual salutation of a business letter. If letter is to a gentleman with whom you have no acquaintance "Sir" should be used, "My dear Sir" implies greater intimacy.

**Don't Cross your Letters.**

**Enclosures.** If there are any enclosures to go with any particular letter, care should be taken that these are not overlooked. For this purpose the clerk should mark on the left corner of each letter which is to contain an enclosure the word "Enclosure" or "Enc.," as a reminder.

**Don't Chatter about your Employer's Affairs.**

**Erasures.** Avoid all erasures or blots on business documents, even if you have to re-write them.

**Don't Forget to Stroke your t's and dot your i's.**

**Folding.** Fold all business papers neatly from the bottom to the top and then again from the bottom forward, making three folds, when the envelope is nearly square, a single fold is sufficient.

**Don't be Disobedient to Office Seniors.**

**Initials.** Always write name in full, thus Robert Gray, not R. Gray. The person addressed, if a stranger, might be at a loss to know whether to send his reply to Mr. Gray or Miss Gray.

**Don't write Business Letters with Pencil.**

**Introduction.** Letters of introduction are used to introduce one friend to another who lives at a distance. Never introduce one who is unworthy of confidence, nor accept a letter of introduction from an unreliable person. Such letters are usually left unsealed and in addition to the ordinary superscription place the expression "Introducing Al. Brown, Esq., Montreal," near the bottom and to the left.

**Don't Use Slang Phrases.**

**Indexing.** The indexing of the letter book should be carefully performed every day. If done by a boy, insist on his checking every folio—errors in this simple matter often cause waste of valuable time and the additional worry. In addition to indexing at commencement of book, each letter should be a reference to the one preceding it and the one following it to the same person or firm, by indorsing it in colored pencil with the pages containing these letters. The numbers may be placed together thus, 76/99, the first denoting the previous letter, the second, the one following.

**Don't Use Employer's Paper for Private Correspondence.**

**Junior and Senior.** The abbreviations are Jr. and Sr., or 1st and 2nd Sen. Its place is immediately after the name, thus, James Brown, Jr., Esq.

**Don't be afraid to say NO!**

**Letters.** A letter should consist of the following parts: 1st, Heading, containing number and name of street, city, county or state, post office box, date, thus:

*171 George St.,*

*London, Ont., May 9, 1890.*

2nd, Address and Salutation, containing the name of the person or firm to whom the communication is sent, together with the residence or place of business. The complimentary address or salutation consists of the introductory words of courtesy which precede the letter, thus :

204 St. James St.  
Montreal, 19th May, 1870

Mr James Manson,  
17 Fremont St.  
Sherbrooke, Que.

Dear Sir :

The words of the salutation should never be abbreviated. When addressing a firm the salutation is "Sirs," "Dear Sirs," or "Gentlemen." A married lady or elderly unmarried lady is addressed as "Madam," "Dear Madam," or "My dear Madam." In addressing a young unmarried lady the salutation may be omitted. 3rd, The Body of the letter, consisting of the sentences or paragraphs which the writer wishes to communicate. It should begin one line or space below the salutation, and just where the salutation closes. 4th, The closing words of regard and signature placed towards the the right. The closing words should not be more familiar than the salutation, thus :

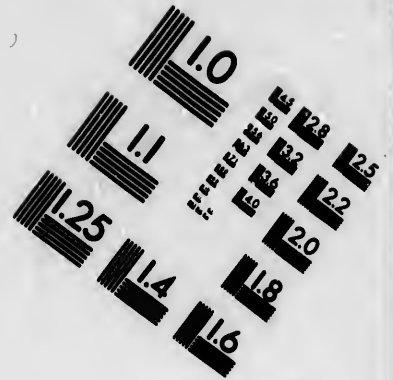
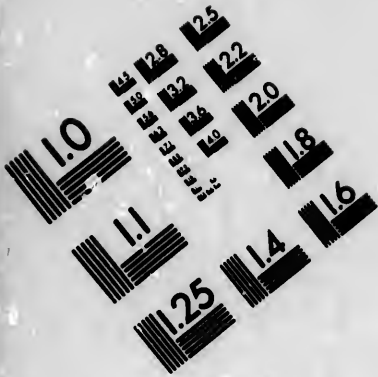
*Yours faithfully,*

*Wm. White & Son.*

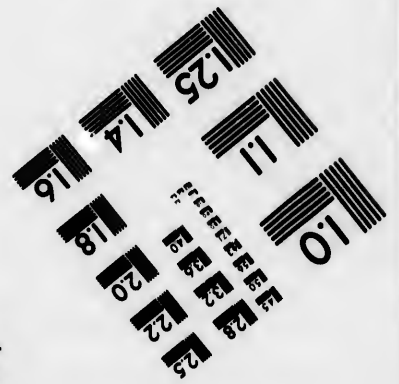
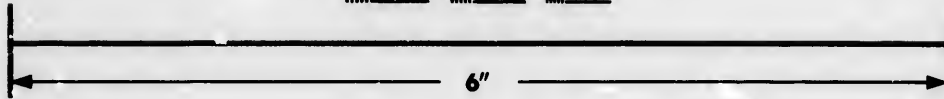
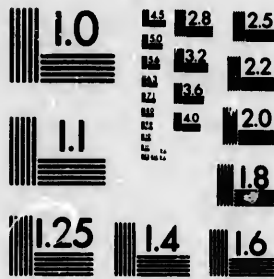
The first word only of the complimentary closing should begin with a capital.







**IMAGE EVALUATION  
TEST TARGET (MT-3)**



**Photographic  
Sciences  
Corporation**

23 WEST MAIN STREET  
WEBSTER, N.Y. 14580  
(716) 872-4503

1.8  
2.0  
2.2  
2.5  
2.8  
3.2  
3.6  
4.0

10  
11  
12  
15  
20

**Don't Make Careless Signature.**

**Money.** Always count money when you receive it, no matter from whom ; and never let any one, to whom you pay money, depart without doing so. Always balance your cash daily ; and never leave your desk till the difference, if any, is ascertained.

**Don't Grumble on Paper.**

**Mr. and Esq.** Do not commit the stupid blunder of putting Mr. at one end of a man's name and Esq. at the other. Write Mr. W. L. Brown, or W. L. Brown, Esq.,. The plural is Messrs.

**Don't Do Anything in a Hurry.**

**Paging.** If a letter, account or invoice consists of more than one sheet, the sheets should be arranged in order and carefully paged.

**Don't Tell Your Business to Other People.**

**Punctuality.** Be at your work rather before than after the time for attendance in the morning ; and never leave before the hour fixed for closing.

**Don't Waste Other People's Time.**

**Spelling.** Correct spelling is an absolute necessity to the young clerk or business man. If weak, cure yourself by continued copying of printed matter. Never allow a letter to leave your hands unless absolutely certain of every word.

**Don't Fail to Acquire all Possible Knowledge, and especially such as is connected with Business.**



Form A

No 53 <sup>44</sup>/<sub>100</sub> ) Montreal 1<sup>st</sup> May 1890

Two months after date

I hereby certify that

James D. Brown

<sup>44</sup>/<sub>100</sub> Dollars

Accepted.

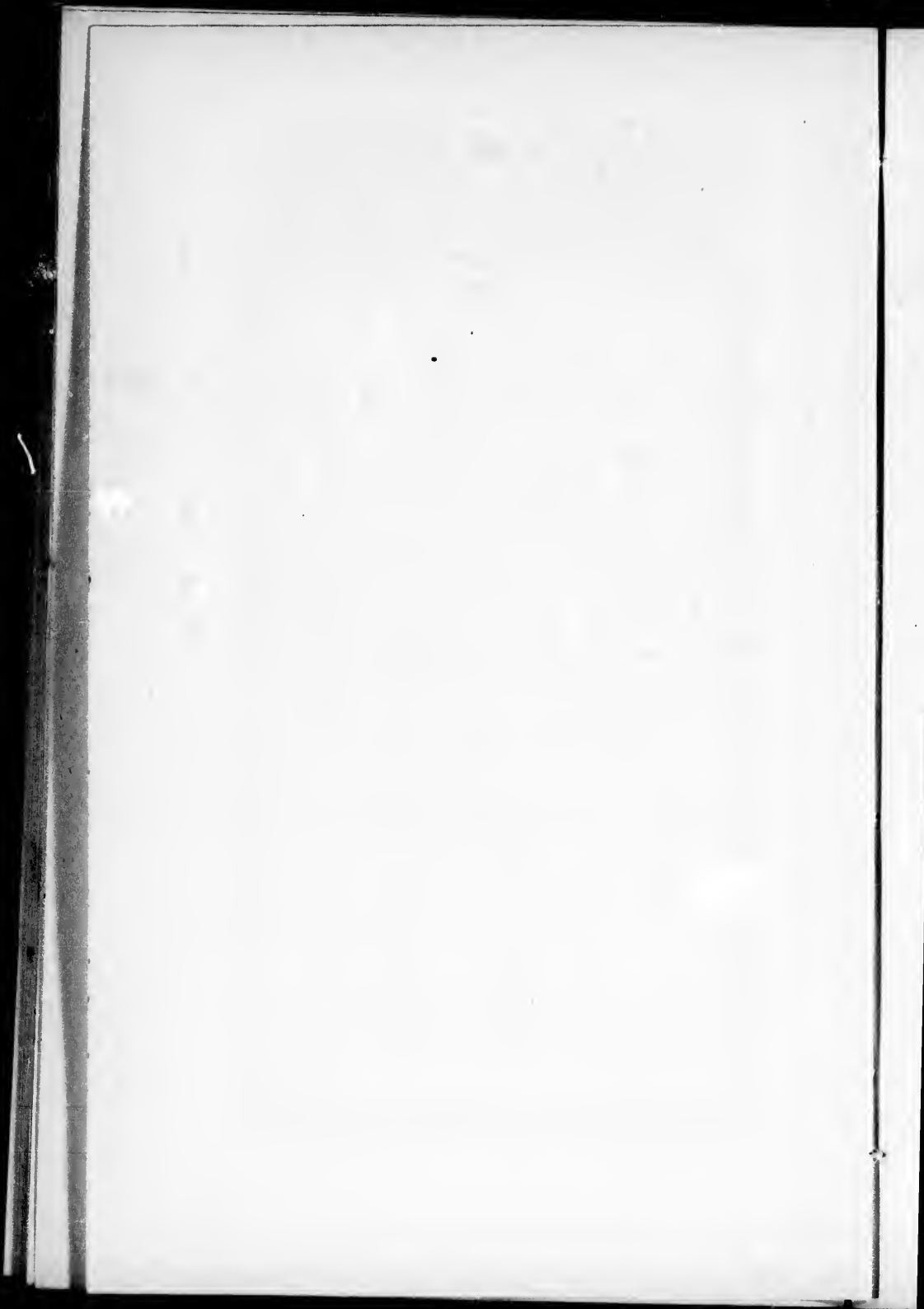
Value received and charge to account of

James D. Brown Esq.

To W. Toronto

THE BANK OF CANADA

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Form B

No. ~~100~~ Montreal 15<sup>th</sup> June 1890

To the Bank of Montreal

Pay to Messrs Brown & Co or Bearer

~~100~~ <sup>25</sup> Dollars

James Mack

\$ ~~100~~ <sup>25</sup>





Form C



No 69 Montreal 3<sup>rd</sup> May 1890

Bank of Toronto.

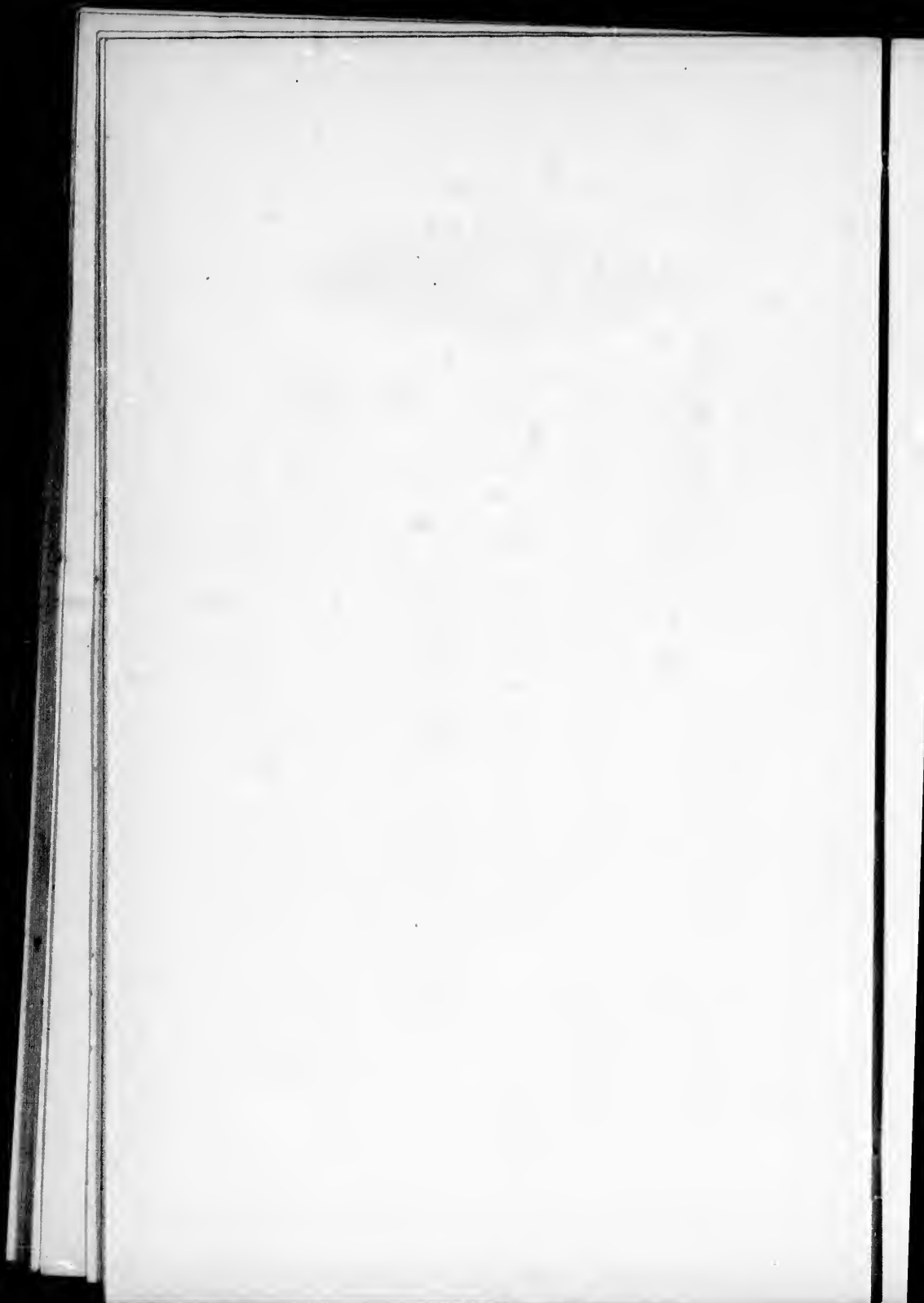
Pay Order of \$

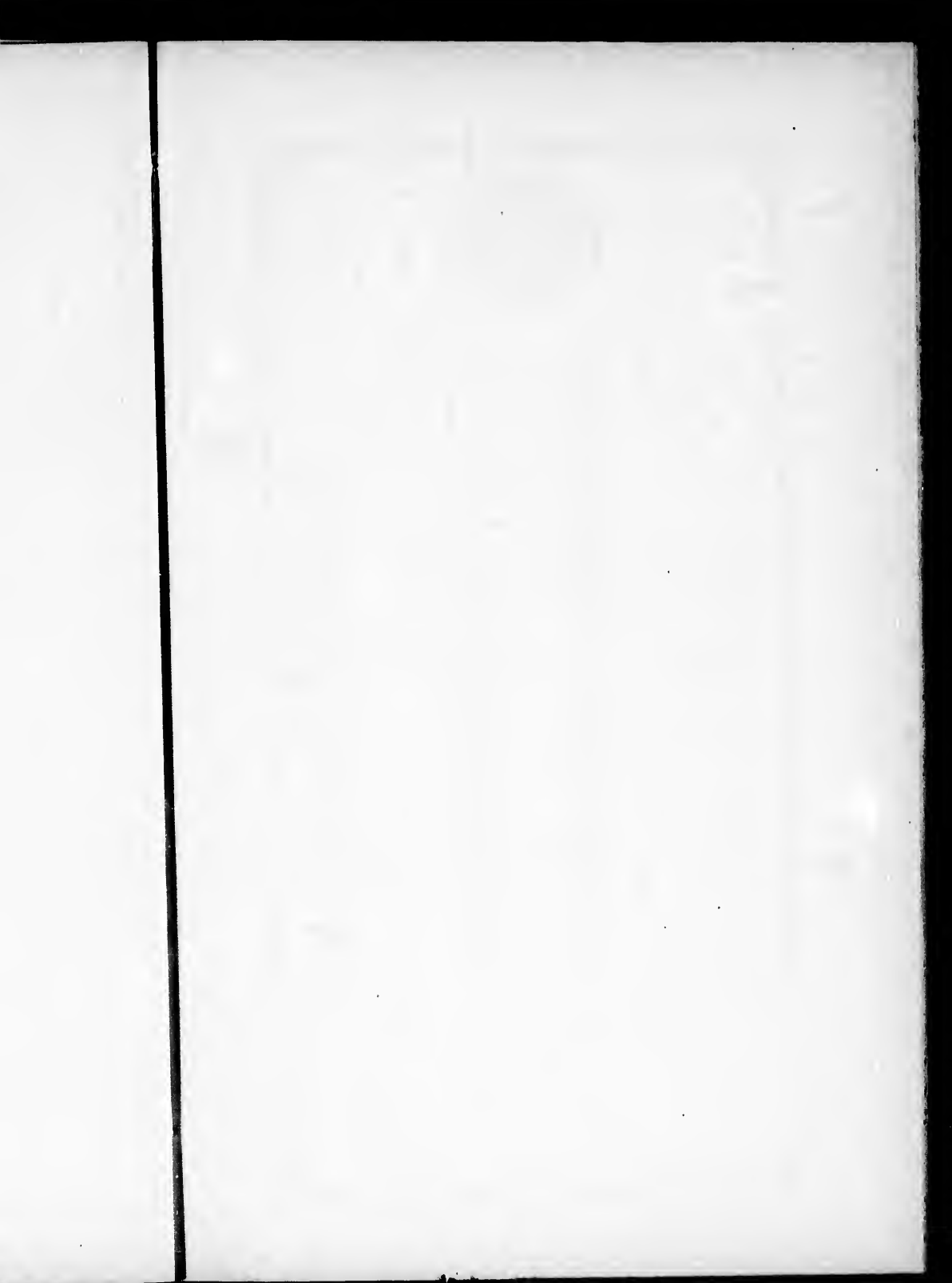
two hundred and eight 52/100 Dollars

**S**

James Brown.

The Canada Bank Note Co. Limited.





FOR **BANKS OF TORONTO**

London 29<sup>th</sup> Jan'y 1890

On demand of this **SECOND PAYEE'S** first unpaid

Pay to the order of Jas. Lang & Co.



Twenty

And no receipt which charges to account

The **Attorney**: **Bank of Toronto**, for Bank of Toronto, **Thos. Mason,**

London, E.C. **Andrew Becket**, Manager.

£ 50.

The Bank of Toronto is Limited

Acc 2

FOR **BANK OF TORONTO**

*On demand*

*Albionville 29<sup>th</sup> Jan'y 1890*



*of this **THREE HUNDRED** amount unpaid*

*Pay to the order of Jas Lang, Jr & Co.*

*Ten **HUNDRED** Sterling*

*Value received without charge to account*

*The Alliance Bank Limited, <sup>for Bank of Toronto,</sup> Thos. M'Arthur,*

*London, E.C. Andrew Becket, <sup>Manager,</sup>*

*No 590.1*

*acc<sup>t</sup>*

**BANK OF TORONTO**



**S**  
**[REDACTED]**

Montreal 1<sup>st</sup> May 1890

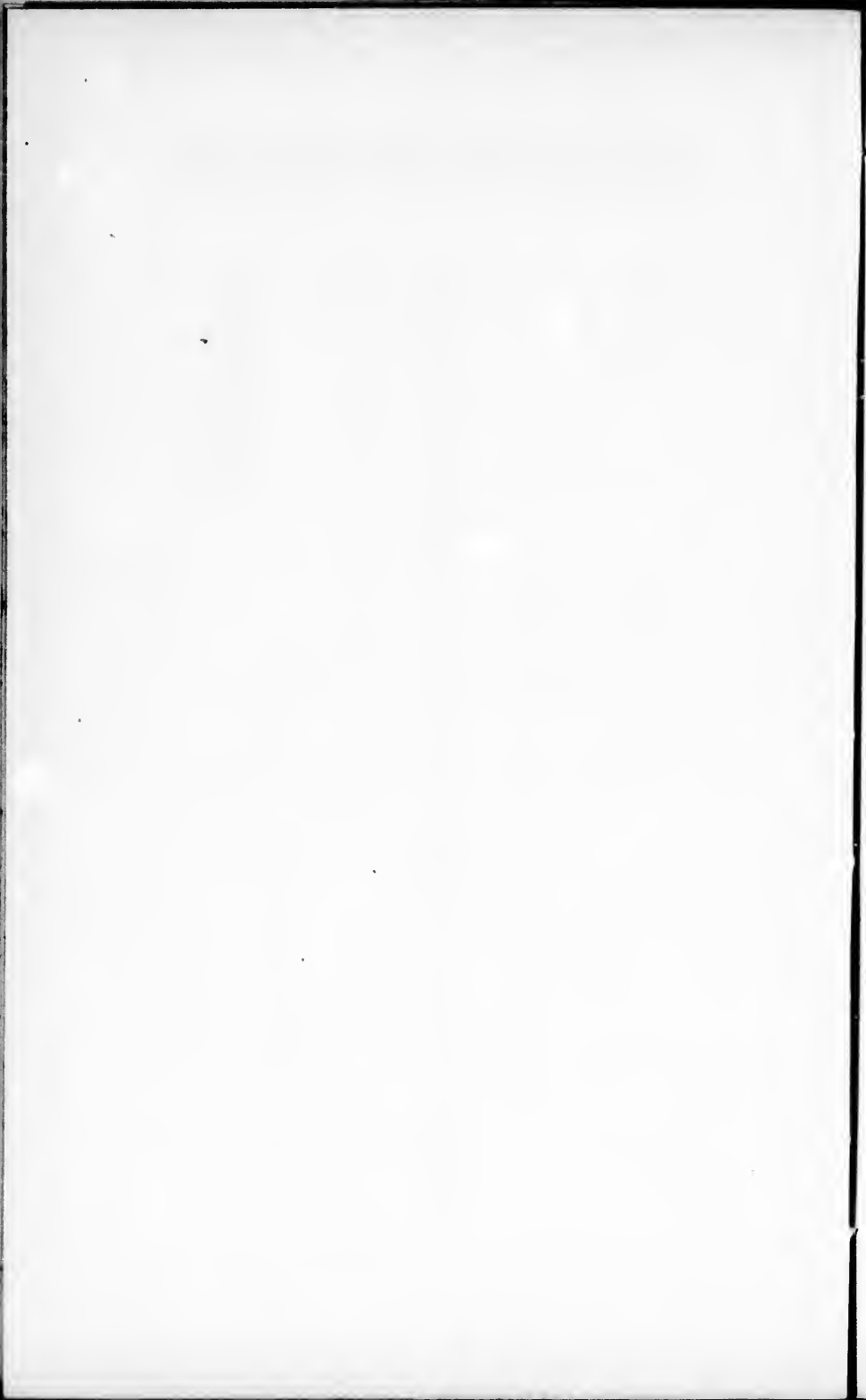
Two months after date

Pay to the order of Our selves

~~Fort Seven~~ **1500 DOLLARS**

Value received and charge to account of  
J. David Stewart Esq.

No. 16. Ottawa White & Co.





**S**

Montreal 1<sup>st</sup> Decr 1890

Two months after date

Pay to the order of *David Stewart*

~~Five hundred and no more~~ **15 DOLLARS**

Value received and charge to account of

To David Stewart Esq

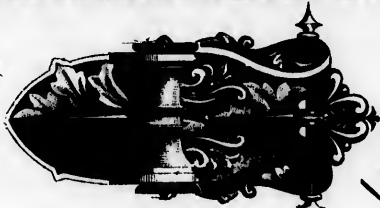
White & Co.

No 16. Ottawa

The Canada Bank Note Co. Limited

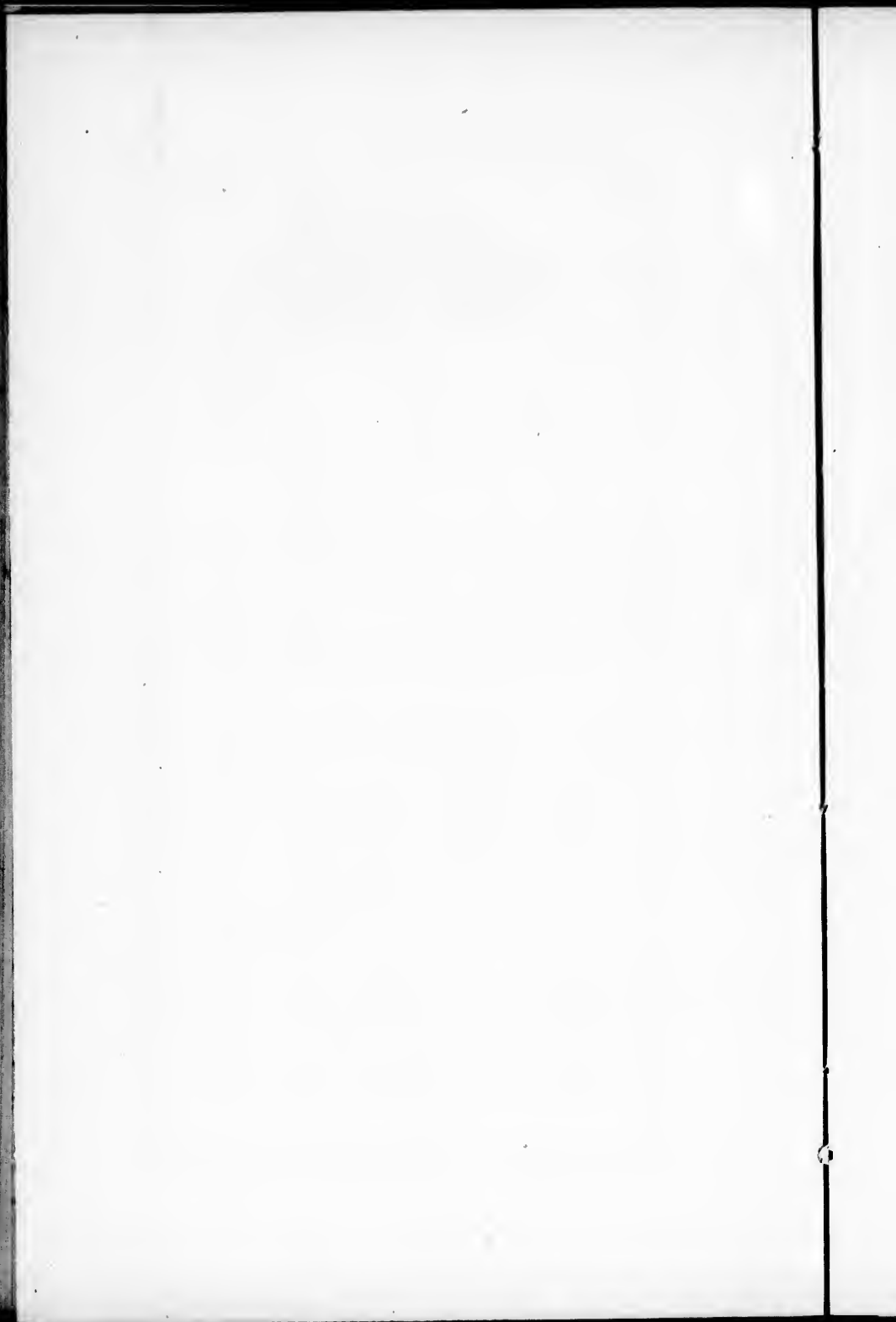


167<sup>15</sup>/<sub>100</sub> Montreal 11<sup>th</sup> Feb'y 1890



Three shillings after date I promise to pay to  
the order of Mrs. Steele & Son  
One hundred and sixty seven <sup>15</sup>/<sub>100</sub> Dollars  
at Bank of Montreal  
Value received

No. 167 This 14 day James Duff



**Exchange for**

1<sup>st</sup> March 1890

No 576 **£** **100** **Sig.**

Satz - days after sight of this **10000** or **1000000**  
(first and second of same tenor and date unpaid)

Pay to the order of **10000** **1000000**  
the sum of **10000** **1000000** Sterling.

Value received

Messrs Baring & Co  
Merchants  
London

William Provisors.

\_\_\_\_\_ days after sight of this **SECOND OR SIXTH**  
(first and third of same tenor and date unpaid)

Pay to the order of \_\_\_\_\_ \_\_\_\_\_ Sterling;

the sum of \_\_\_\_\_ Sterling;

Value received

Messrs Baring & Co  
Merchants  
London

William Proctors.

**Exchange for**

1<sup>st</sup> March 1890

No 576 **£ \_\_\_\_\_** **Sig.**

\_\_\_\_\_ days after sight of this **SECOND OR SIXTH**

(first and second of same tenor and date unpaid)

Pay to the order of \_\_\_\_\_ \_\_\_\_\_

the sum of \_\_\_\_\_ Sterling;

Value received

Messrs Baring & Co  
Merchants  
London

William Proctors.

**Exchange for**

1<sup>st</sup> March 1890

No 576

£ [redacted] **Stg.**

Satz days after sight of this ~~ORDER OF PAYMENT~~  
(second and third of same tenor and date unpaid)

Pay to the order of

~~JAMES BOND~~

the sum of ~~£ 1000~~ Sterling

Value received

Messrs Baring & Co  
Merchants  
London

William Proctors.

**Exchange for**

1<sup>st</sup> March 1890

No 576

£ [redacted] **Stg.**

Satz days after sight of this ~~ORDER OF PAYMENT~~  
(first and third of same tenor and date unpaid)

Pay to the order of

~~JAMES BOND~~

the sum of ~~£ 1000~~ Sterling

