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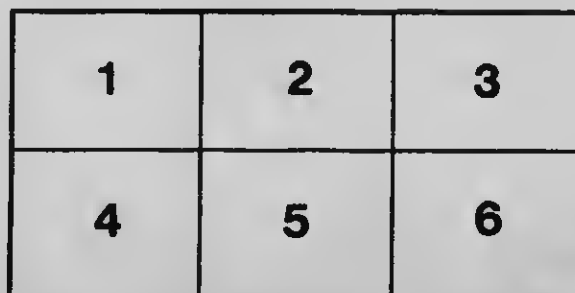
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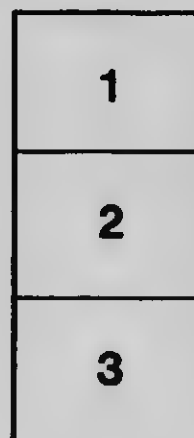
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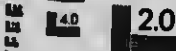
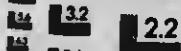
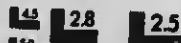
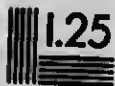
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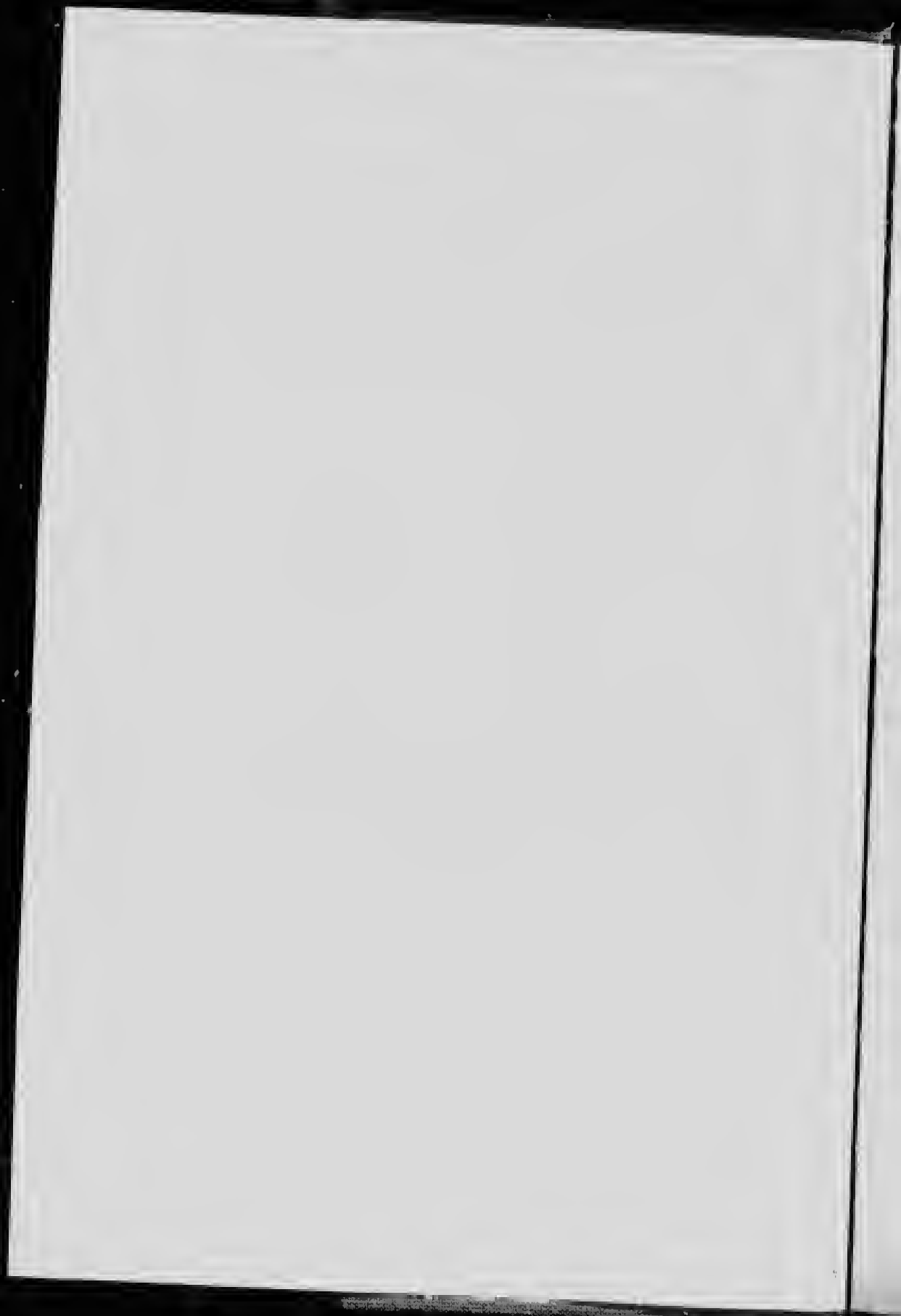
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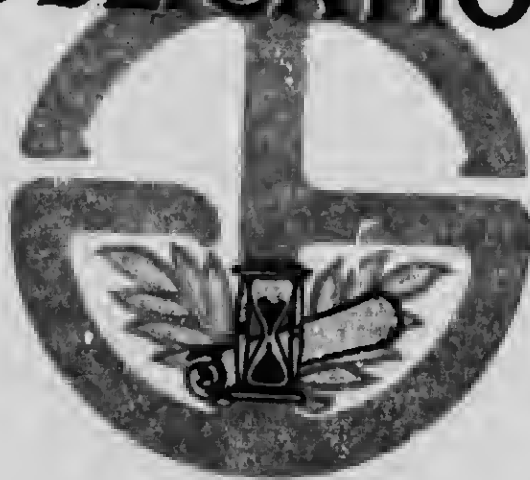


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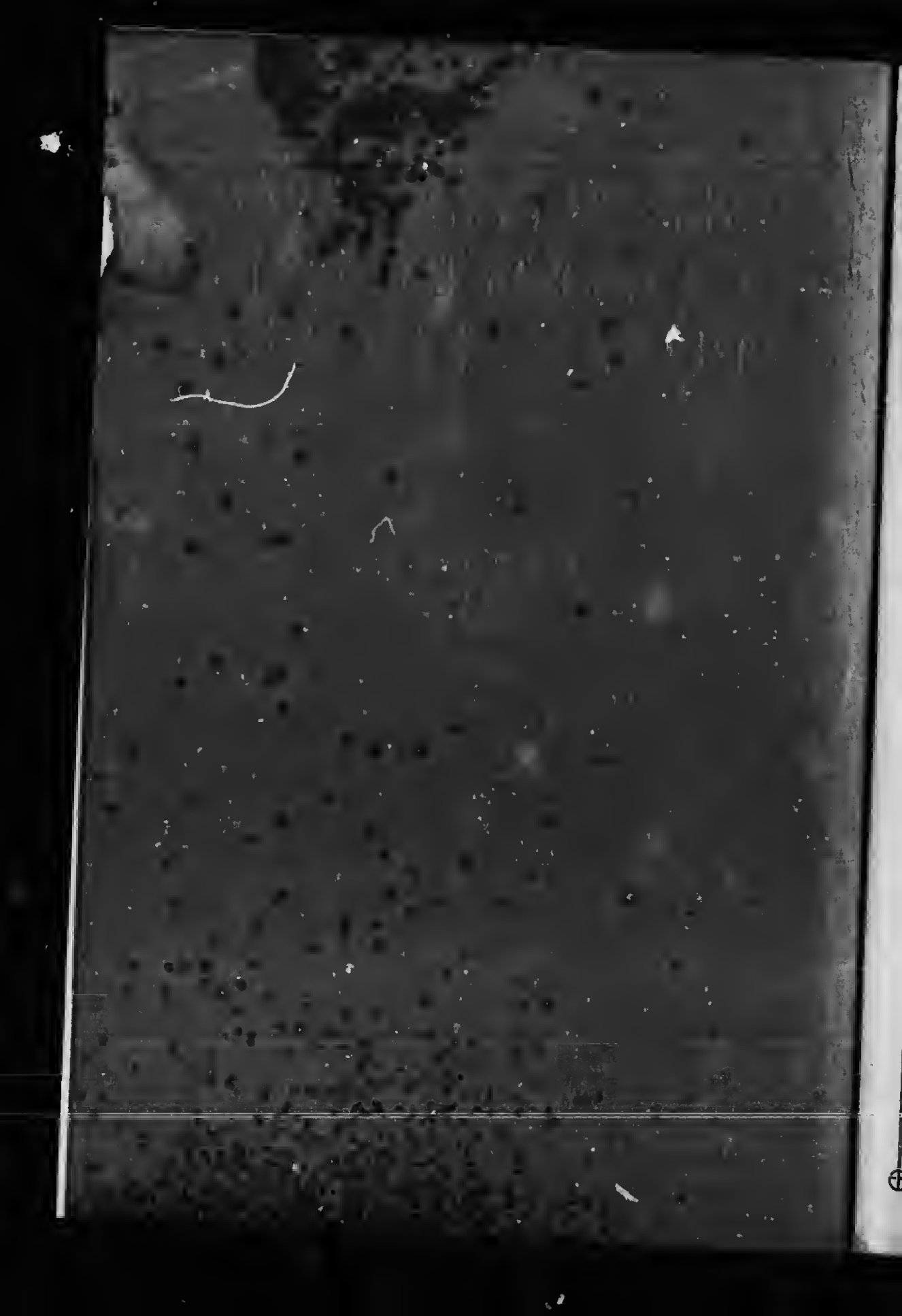


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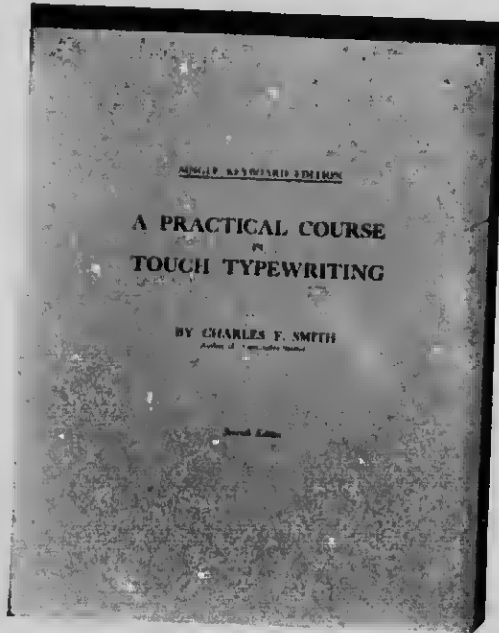
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TYPEWRITING.



WHEN ORDERING, MENTION KEYBOARD WANTED.
SEE NOTE BELOW.

A Practical Course in Touch Typewriting. By Chas. E. Smith, Author of "Cumulative Speller." Tenth Canadian Edition, revised and enlarged, 50c.; cloth, 75c. A Scientific Method of Mastering the Keyboard by the Sense of Touch. The design of this work is to teach touch typewriting in such a way that the student will operate by touch—will have an absolute command of every key on the keyboard, and be able to strike any key more readily without looking than would be the case with the aid of sight. A separate Chart, containing Keyboard and Diagrams printed in five colors, on a heavy double-calendered card-board, accompanies each copy. Contains specimens of actual Business Letters, Legal Forms, Specifications, Instructions for the Use of the Tabulator, etc., all printed in actual typewriter type.

TOUCH

NOTE.—There are four editions of this work: Remington No. 10, Underwood No. 5, Double Keyboard, and Oliver Keyboard. Underwood No. 5 contains two charts, suitable for use with Underwood No. 4 or 5 keyboard or with any other standard single keyboard machine not especially provided for above.

"I am pleased to state that I consider 'A Practical Course in Touch Typewriting,' the only text-book from which I studied, the best Typewriting instruction book that I have seen. The exercises are excellent, and have helped me wonderfully in working up speed. The whole course is very interesting from the beginning, and it cannot but produce the best results in the shortest time."
—Rose L. Fritz, Late World's Champion Typist.

CODE WORD

TRADE
TRAMP
TRANSIT

TYPEWRITING—BUSINESS PRACTICE.

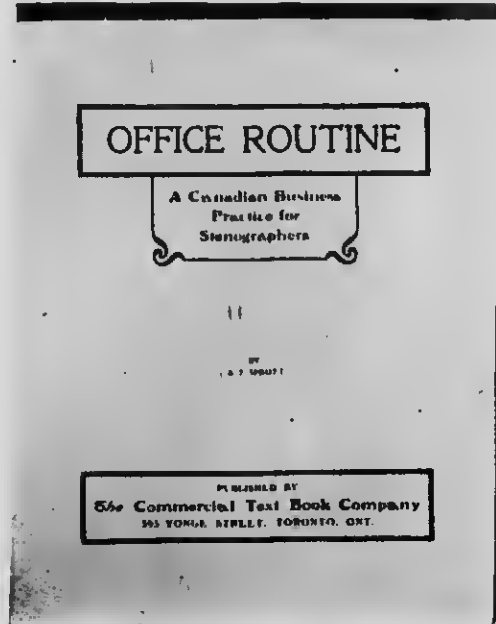
Isaac Pitman's Typewriter Manual. 85c.

Remington Typewriter Manual. 40c.

The New Universal System of Touch or Slight Typewriting. By I. W. Patton. 60c.

STENOGRAPHER'S BUSINESS PRACTICE.

(Published by The Commercial Text Book Co.)



TRUTH

"Office Routine," a Canadian Business Practice for Stenographers. By A. F. Spratt. Fourth Edition, revised and enlarged, 50c. This is the only Canadian business practice for stenographers published in Canada. It gives to the Shorthand pupil practice in envelope-addressing, letter-writing, invoicing, rendering accounts, letter-copying, shipping by freight and express, manifolding, mimeographing, filing correspondence, and all other lines of office work. It familiarizes the student with business expressions and terms, business papers and office stationery. It gives to the young stenographer explicit instruction in regard to the duties which will be required by him upon accepting a position. It provides for the Shorthand student while at school exactly the kind of work which he will meet with in a business office.

TUBE

Stationery and Supplies for "Office Routine." 25c. When working in this practice the student is engaged as stenographer for a wholesale firm. He requires certain stationery, which is put up neatly in an envelope. The following stationery is contained in the envelope: 40 letterheads, printed; 13 slips representing No. 7 envelopes, printed; 9 slips representing No. 8 envelopes, printed; 6 slips representing No. 9 envelopes, printed; 2 shipping bills, printed; 2 traveler's order forms, printed; 17 invoices (white), printed; 2 invoices (colored for duplicates), printed; 7 checks, printed; 2 prepay slips, printed; 12 statements, printed; 6 sheets legal paper; 6 sheets impression paper; 1 large envelope file; 1 small envelope file.

SHORTHAND—TEXT BOOKS.

CODE WORD



**COURSE
IN
ISAAC
PITMAN
SHORT-
HAND.**

Formerly
called
Short Course

Course in Isaac Pitman Shorthand. (Canadian Centenary Edition.) Cloth, embossed in gold, 240 pp., \$1.50. A Course of Forty Lessons in the Isaac Pitman System of Shorthand, especially designed for the Shorthand Amanuensis and adapted for use in Business Colleges, Academies and High Schools. This work is used in all High Schools and Collegiate Institutes in Canada. Also in the leading business schools. Special features of this work are.—

Position Writing from the Beginning.
Words and Sentences introduced in the 1st Lesson.
Business Letters in the 9th and subsequent Lessons.
Phraseography taught from the 5th Lesson.
Reporting Style taught from the Beginning.

†A Special Edition of "Course" is published in Lesson Sheet Form for the use of teachers and schools who give instruction by mail. Each lesson is printed in a separate part and enclosed in an envelope. \$1.50.

Key to "Course." Cloth, gilt, 60c.

†Key to "Course" is also issued in Lesson Sheet Form. 60c.

*Isaac Pitman's Shorthand Instructor. Cloth, embossed in gold, 340 pp., \$1.50. An Exposition of Isaac Pitman's System of Phonography. Containing instructions for both beginners and advanced students, with copious lists of Phrases and Exercises, Business Letters, etc. The general plan of the "Instructor" makes it equally acceptable for self-tuition and for class use.

PACK

PACING

PACIFIC

PACK

PACKAGE

CODE WORD

SHORTHAND—TEXT BOOKS—Continued.

***The "Shorthand Instructor" is also published in two parts, as follows:—Manual and Reporter.

- PACKET** **Key to "Shorthand Instructor,"** Cloth, 60c. Contains a Shorthand and Longhand Key to all the Exercises and furnishes answers to the Review Questions. Also forms a Key to "Manual," and to the "Reporter."
- PARADE** ***Pitman's Shorthand Manual.** 180 pp., ^{60¢}~~50c.~~ A condensed edition of Part 1 of the "Instructor."
- PARAGON** ***Key to Exercises in "Manual."** 20c. With Answers to the Review Questions.
- PARCEL** ***Pitman's Shorthand Reporter.** 147 pp., ^{75¢}~~60c.~~; cloth, ^{85¢}~~75c.~~ Being a condensed edition of Part 2 of the "Instructor" and an adaptation of Phonography to Verbatim Reporting.
- PARDON** ***Key to the "Reporter."** 20c.
- PADLOCK** ***The Phonographic Teacher.** 48 pp. 25c.
- PAGAN** ***Key to the "Teacher."** 20c. Of great value to the private student.
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SUPPLEMENTARY TEXT BOOKS.

- PADDLER** **Rules of Shorthand in a Nutshell,** 56 pp., 35c. All shorthand teachers will agree that the majority of their students experience considerable difficulty in memorizing the rules for shorthand writing; not because the text book has not thoroughly and pedagogically explained the rules, but because of the lack of concentration on the part of the student.
- PALY** **Talks with Shorthand Students.** 111 pp. Price, 40c.; cloth, gilt, 50c. A Series of Chatty Explanations of the Principles of Isaac Pitman Shorthand. Designed to help the student of Pitman's Shorthand whether under instruction or mastering the art by his own efforts, and consisting of thirty-three familiar expositions of the whole system, suitable for use with any of the text-books. Fully illustrated with shorthand characters, with numerous exercises and other useful aids.
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SHORTHAND—SUPPLEMENTARY TEXT BOOKS
—Continued.

Progressive Studies in Phonography. 40c.; cloth, 50c. A simple and extended exposition of the Art of Phonetic Shorthand, as set forth in the "Teacher," the "Manual," and the "Reporter"; intended as a supplementary book to these three.

Essentials of Phonography. By A. M. Kennedy. 24 pp., 20c.

A Compend of Phonography. 5c. Containing the Alphabet, Gramma-
logues, and principal Rules for Writing.

SUPPLEMENTARY EXERCISE AND DICTATION BOOKS.



Pitman's Shorthand Writing Exercises and Examination Tests. Cloth, gilt, 240 pp., 85c.; boards, 60c. This work contains exhaustive classified lists of words illustrative of every rule in the system, and over one hundred graduated sentence exercises in ordinary print for writing or dictation practice. No word is introduced before the rule governing it has been mastered by the learner. Brief guidance is given at the head of sections, and there are exercises on upward and downward sh, also special exercises on the Contractions.

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Supplementary Exercises in Issac Pitman Shorthand. A series of graded exercises on every rule in the system, for use with "Course in Isaac Pitman Shorthand," Part 1. Stiff Paper, 25c.

CODE WORD

PALTRY

POSITION

PANTHER

PAD

PADDLE

PADDLED

CORE WORD

SHORTHAND—SUPPLEMENTARY EXERCISE, ETC.
—Continued.

POND

Practice Letters for Beginners in Shorthand. (Just published.) 64 pp., stiff paper cover, 35c. By D. J. George. This is a new dictation book on novel lines. The need of a book which presents dictation matter in the form of letters beginning with the first principles and developing in harmony with the text books has long been felt by practical teachers. It is believed that "Practice Letters for Beginners in Shorthand" meets this need in a very satisfactory manner.

PADDOCK

Commercial Shorthand Exercises. By F. J. Hallett and P. Machin. 148 pp., cloth, 40c.

PAGE

Pitman's Shorthand Class Book. Price, 20c. With Exercises and Key for Use in Classes. This work is designed for school use in conjunction with one of the other text books, and gives instruction in Phonography from the rudiments onward on a new plan. Simple explanations take the place of rules, and the bulk of the book consists of copious exercises in shorthand characters with complete interlinear key in ordinary print.

PAN

Pitman's Shorthand Gradus. 6c. A series of Writing Exercises for use with the "Instructor" or "Manual." Also contains a full list of Consonant Outlines, and exercises on same.

PARENT

Reporting Exercises. 20c. Intended as a Companion to the "Reporter"; containing exercises on all the rules and contracted words in this book.

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Key to the "Reporting Exercises." 40c. In which all the Exercises are presented in Shorthand.

PAMPHLET

Exercises in Phonography. 5c. A series of graduated sentence exercises. For use with the "Phonographic Teacher."

PALACE

Graduated Tests in Isaac Pitman's Shorthand. 80 pp., 20c. A series of revisionary exercises, arranged on an entirely new plan, with the object of testing the student's knowledge of the system. The tests consist of a very carefully chosen list of 1,600 words in ordinary print, illustrating the whole of the rules, forming a valuable means of adding to the student's phonographic vocabulary. There is a space for the learner's first outline; a space for the teacher's correction, should such be required.

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SHORTHAND—SUPPLEMENTARY EXERCISE, ETC.
—Continued.

CODE WORD



The Progressive Dictatur. 180 pp., cloth, 75c. An edition of the above work without the shorthand characters, which can be used with any system.

PATH

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PARTNER

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PASTIME

"Cumulative Speller," issued with a Shorthand Vocabulary for schools teaching the Isaac Pitman system. Cloth, gilt, 145 pp., 50c. For particulars about the regular edition, see page 49.

SENIOR

The Grammalogues and Contractions of Pitman's "Reporter." 8c.

PARLOR

Vest-Pocket List of All the Grammalogues and Contractions of Pitman's Shorthand. Size 1 $\frac{3}{4}$ ins. by 2 $\frac{3}{4}$ ins. Limp cloth, 48 pp. Price 8c.

PAROL



PARSON

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PEG

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The following subjects are now ready:—

PEN
PENAL
PENALTY
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Architects', Auctioneers' and Surveyors'.
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PELLET

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PATENT

Technical Reporting. 60 pp., ~~40c.~~^{1.00}; cloth, ~~40c.~~^{1.00}. Comprising Phonographic Abbreviations for words and phrases commonly met with in reporting Legal, Medical, Scientific, and other Technical Subjects, with type key.

SHORTHAND--DICTIONARIES, ETC.—Continued.

The Reporter's Assistant. 132 pp., ~~90c.~~ cloth, ^{1.00} ~~90c.~~ A Key to the Reading of the Reporting Style of Phonography. All the words in the dictionary, not exceeding three consonants, were written in Shorthand, and, from this extensive list of outlines, has been drawn all words that contain the same outline, and they have been classified according to their forms. Of great aid in reading one's notes.

SPEED BOOKS.

HOW TO ACQUIRE SPEED.

The Acquisition of Speed in Phonography. 63 pp., 20c. in ordinary type. Containing chapters on the following subjects: The System—The Importance of Thoroughness and Method of Study—Elementary Speed Practice—Tests of Speed—etc.

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Pitman's Speed Tests and Guide to Rapid Writing in Shorthand. Cloth, 75c. This new work (in ordinary type) is divided into two parts. Part 1 contains advice on the acquisition of speed, by R. J. Garwood, S. H. Godfrey, and William F. Smart—all well-known speed writers in the Shorthand world. Part 2 contains a series of speed tests of upwards of 1,000 words each, counted for dictation practice. The matter is classified under various headings, such as Scientific, Political, Commercial, etc., and each "test" is given a title.

SPEED DICTATION BOOKS.

Pitman's Interlined Speed Practice Books, Nos. 1, 2 and 3. Each, 5c. Various mechanical expedients have been devised for affording phonographers speed practice when it is not possible to obtain the assistance of a reader. The present interlined speed practice books furnish, perhaps, the most useful and convenient aid yet devised.

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Brief Reporting Notes in Shorthand, or Shorthand Dictation Exercises. 48 pp., 25c. With printed Key, and the matter counted and timed for testing of speed either in Shorthand or Typewriting.

CORE WORD

PATCH

PARK

PLUMP

PAIR

PEA 1
PEACE 2
PEACEFUL 3

PEACH 1
PEACOCK 2
PEAK 3

PAWN 1
PAX 2
PAY 3
PAYABLE 4

PEACE 1
PEACE 2

PEACE-
MAKER

PORTEND

PLEASE

CODE WORD

PEPPER

PAIR.

SHORTHAND—SPEED DICTATION BOOKS—Continued.

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DICTATION BOOKS.

(See also Supplementary Exercise and Dictation Books and Speed Dictation Books.)

WITHOUT KEYS.



PONDER

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Also published in two parts as follows:—

PONY

Part 1.—Business Dictation. 168 pp., stiff boards and cloth back, 50c. Containing fifty distinct lines of business.

POOL

Part 2.—Legal Forms and Miscellaneous Selections, etc. 103 pp., stiff boards and cloth back, 40c.

POND

Practice Letters for Beginners in Shorthand.—For particulars see p. 16.

POSY

Student's Phonographic Shorthand Exercises. By Fieldhouse. 133 pp., 75c.

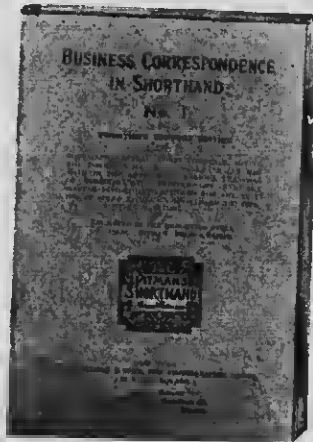
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The Student's Practice Book. (Just published.) 241 pp., cloth, 75c.
A collection of letters in ordinary type for acquiring speed in writing Shorthand. It is designed to be used by pupils on the completion of the study of the principles of stenography, as presented in "Course in Isaac Pitman Shorthand" and "Shorthand Instructor." It is not intended primarily as a dictation book to be used only by the instructor, but rather as a book from which definite lessons can be assigned by a teacher.

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Business Correspondence in Shorthand, No. 3. Subjects treated: Advertising Correspondence—Agents—Automobile—Bicycle—Boiler Appliances, etc.

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Business Correspondence in Shorthand, No. 5. Subjects treated: Dry Goods Correspondence—Electrical Construction—Express—Financial Standing—Fire Insurance—Flour and Feed—Furniture, etc.

CODE WORD

PATHETIC

PEDDLE

PATHOS

PATIENCE

PATRIOT

PATROL

PATRONAGE

CODE WORD

SHORTHAND—DICTATION BOOKS—Continued.

- PATTER** **Business Correspondence in Shorthand, No. 6.** Subjects treated: Grocers—Hardware—Hotel—Investment—Legal—Life Insurance, etc.
- PATRON** **Business Correspondence in Shorthand, No. 7.** Subjects treated: Life Insurance—Lumber—Municipal—Paper and Envelopes—Patents and Trade Marks—Patent Foods—Pensions—Pianos—Pottery, etc.
- ***This work is also published in the following convenient forms in cloth binding:
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- PEDANT** **Business Correspondence in Shorthand.** In the Reporting Style. 40c. Unfortunately, this book has the same title as "Business Correspondence in Shorthand," Nos. 1 to 7, listed on page 21. These books, however, differ in almost every respect. The book here listed contains 172 letters on Electrical, Company, Cotton, Cycle, Engineering, Woollen, Grocery, and Miscellaneous Correspondence in Reporting Style. This book is about 4½ in. by 6½ in., and contains 100 pages. The Key is the same size and contains about 80 pages. When ordering this book *be sure to mention the code word.*
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- Office Work in Shorthand and Key.** In one volume. Cloth, 60c.
- Commercial Shorthand.** 40c. A Reading and Dictation Book, with Introduction by E. A. Cope.

CODE WORD

PEBBLY

PEDAL

PENDANT

PICK

PECULIAR

PEDAGE

POMP

SHORTHAND READING BOOKS.

(Printed in Phonography from engraved metal characters.)

The student, to increase his speed, and to improve his knowledge of Phonography, cannot read too much well-engraved Shorthand. One advantage of studying the Isaac Pitman system—and one which cannot well be over-estimated—is, that the Shorthand literature in that system is far in excess of all other systems combined.

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- Pitman's Shorthand Reading Lessons, No. 1.** 48 pp., 20c. For use with the "Teacher," "Manual," or "Instructor," and furnishing reading practice and word-building from the beginning.
- Key to Shorthand Reading Lessons, No. 1.** In ordinary type. 6c.
- Pitman's Shorthand Reading Lessons, No. 2.** 61 pp., 20c.
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PANIC

PANSY

PANTING

PALATE

PALAVER

PALISADE

PALLET

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PARALLEL

PICK

PICKET

PICKLE

PICNIC

CODE WORD

SHORTHAND READING BOOKS—Continued.

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PIE

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PICER

The Book of Psalms. 160 pp., 40c.; cloth, 50c. Without Key.

PITTY

Self-Culture. 91 pp., 40c.; cloth, 50c. By J. S. Blackie. Without Key.

PIE

Gulliver's Voyage to Lilliput. 88 pp., 40c.; cloth, 50c. By Dean Swift. Without Key.

PIGION

Tales and Sketches. 96 pp., 40c.; cloth, 50c. By Washington Irving. With printed Key.

PILB

Robinson Crusoe. 300 pp., 60c.; cloth, 75c. By Daniel Defoe. Illustrated. This work is extremely well adapted for use as a Shorthand reader, and, in attractive cloth binding, forms a handsome prize volume. Without Key.

PILGRIM

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BOWER	Joint Stock Company Accounts. Hoskins	2.00
BOTTLE	Joint Stock Bookkeeping. Johnson	2.00

GROUP No. 3.

BOX	Expert Bookkeeping. Fleming	\$3.00
LUCKY	Digest of Canadian Mercantile Law. Anger, Eastern Edition	2.00
LUCKIEST	Digest of Canadian Mercantile Law. Anger, Western Edition. Same as above, but containing an additional chapter, giving the Western Provinces' Land Titles Act, and the Statutory Forms	2.50
LYCEUM	Laws of Business. Fleming	1.50

ACCOUNTANCY AND BUSINESS HANDBOOKS—Continued.

GROUP No. 4.

	CODE WORD
Accountancy. By F. W. Pixley, F.C.A., Ex-President of the Institute of Chartered Accountants. Cloth, gilt, 318 pp., \$2.00.	PRAISE
Auditing, Accountancy and Banking. A Practical Manual for Accountants, Advanced Bookkeeping, Students, and Business Men. By H. Dowler, A.C.A., and E. M. Harris, A.I.B. Cloth, 328 pp., \$2.00.	PRAISING
Cost Accounts in Principle and Practice. By A. Clifford Ridgway, A.C.A. Cloth, gilt. With forty specially prepared forms, \$1.50.	PRAISED
Company Accounts. By Arthur Coles, A.C.I.S. With a Preface by Charles Comins, F.C.A. Cloth, 320 pp., \$2.00.	PRAISER
Elements of Banking. 132 pp., cloth, 50c. By J. P. Condy. A Practical Commentary on Law and Practice of Banking, and embraces everything necessary to an ordinary business man on bills of exchange, promissory notes, etc.	PRATING
Money, Exchange and Banking. 312 pp., cloth, gilt, \$2.00. By H. T. Easton, Associate of the Institute of Bankers. Treats of the above subjects in their practical, theoretical, and legal aspects.	PRANCE
Bank Organization, Management and Accounts. By J. F. Davis, M.A., D.Lit., LL.B. (Lond.). \$2.00.	PRANCING
Office Organization and Management. 315 pp., cloth, gilt, \$2.00. By Lawrence R. Dicksee, M. Com., F.C.A., and H. E. Blain. This volume gives in detail, with the aid of specially selected illustrations and copies of actual business forms, a complete description of management and organization under the most improved and up-to-date methods.	PRANK
Insurance. 408 pp., cloth, \$2.50. A Practical Exposition for the Student and Business Man. By T. E. Young, B.A., F.R.A.S., Ex-President of the Institute of Actuaries, and Member of the Actuarial Society of America. A thoroughly practical Treatise for all engaged in Insurance work. Treats fully of Life, Fire and Marine Insurance. A work of living interest, and will prove of the utmost practical value. Adopted by Yale University.	POX
The Elements of Insurance. 133 pp., cloth, 50c. A Guide to the Principles and Practice of Accident, Fire, Marine, and Life Insurance.	PRACTICAL
Insurance Office Organization, Management and Accounts. 150 pp., cloth, \$1.50. A Companion Volume to "Insurance." By T. E. Young, B.A., F.R.A.S., and Richard Masters.	PRACTICE
Pitman's Commercial Geography of the World. 324 pp., colored plates and maps. Cloth, gilt, 85c.	POUT
The World's Commercial Products. 400 pp., 420 illustrations. By W. G. Freeman, B.Sc., F.L.S., Superintendent, Colonial Economics Collections, Imperial Institute, London, and S. E. Chandler, D.Sc., F.L.S., Assistant, Colonial Economic Collections, Imperial Institute, London. With contributions by numerous specialists. Cloth, \$4.25.	POUTED
The World and Its Commerce. 128 pp., thirty-five maps. Cloth, 50c.	POWERED
Dictionary of the World's Commercial Products. 163 pp., \$1.00. Second Edition, Revised. With Equivalents in French, German, and Spanish. A simple and concise encyclopædia, giving in clear and accurate language a description of all the principal commer-	POWER



- cial products of the world. Information is supplied as to the sources of production, the uses to which the various products are applied, and the countries which trade in them.
- POUR** Pitman's **Economic History of England**. 400 pp., with diagrams. Cloth, gilt, \$2.00. By H. O. Meredith, M.A.
- POUTING** Pitman's **Commercial History**. 272 pp., cloth, \$1.00. By J. R. V. Marchant.
- POWERLESS** **Encyclopædia of Marine Law**. 300 pp., cloth, gilt, \$2.00.
- POTENCY** **Primer of Bookkeeping**. 40c. An Introductory and Preparatory Course.
- POTENT** **Answers to "Primer."** Cloth, 40c.
- POTTER** Pitman's **Advanced Bookkeeping**. 187 pp., cloth, \$1.00.
- POTTERY** **Answers to "Advanced Bookkeeping."** Cloth, 40c.
- POUCH** Pitman's **Complete Bookkeeping**. 372 pp., cloth, \$1.50.
- POULTICE** **Answers to "Complete Bookkeeping."** Cloth, 85c.
- POUNCE** **How to Teach Bookkeeping**. 200 pp., cloth, \$1.00.
- POUND** Pitman's **Business Man's Guide**. 500 pp., cloth, \$1.25.
- PRATE** **The Card Index System: Its Principles, Uses, Operations and Component Parts**. By R. B. Byles. Cloth, 108 pp., with illustrations. Price, 50c.
- PRATTLE** **Systematic Indexing**. By J. Kaiser, Librarian of the Tariff Commission. Cloth, gilt, with 32 illustrations and 12 colored plates. Price, \$4.50.
- POVERTY** **Business Terms and Phrases**. 164 pp., cloth, 85c. Containing Explanations of Terms, Phrases, and Abbreviations, in English, with French, German, and Spanish Equivalents.
- POUNDER** **Economics for Business Men**. By W. J. Weston, M.S., B.Sc. 128 pp., cloth, \$1.00.
- POUNDING** **Salesmanship**. By W. A. Corbion. 158 pp., cloth, \$1.00.

COMMERCIAL PUBLICATIONS

In this section of our Catalogue we have included those books which are specially suited for use in Canadian Business Colleges and Commercial Schools.

With one exception, all our commercial texts are the product of Canadian authors. In every case these authors are men who have had extensive experience in commercial college work. Those who have produced works of a practical nature have had wide and successful practice in mercantile life. All our works are kept thoroughly up-to-date by constant revision. All are strong and handsomely bound. No expense is spared in making each book attractive to the pupil, not only by profuse illustrations, but also by proper typographical display.

Extra strong, heavy wrappers are used for packaging, so that every text will reach its destination in perfect condition.

Extra quick service is guaranteed in filling orders.

CODE WORD

BALE

BOOKKEEPING AND BUSINESS PRACTICE.



Bookkeeping by Single and Double Entry, including Introductory Business Practice. By P. McIntosh. Handsomely bound in cloth. Revised and enlarged. 8 by 10½ in. 265 pp. Price, \$1.50.

The first illustration in this book shows how a Deposit Slip is filled in. The last illustration is of a form used in Cost Accounting. The scope of the work is apparent. It deals with simple Journalizing and Posting on the one hand, and with the intricacies of Partnership Settlements, Joint Stock Companies, and involved Financial Statements on the other. No feature is omitted which would tend to give the student a mastery of any of the difficulties that would crop up in bookkeeping, as it is done under the most approved systems.



Business practice is made an important feature of the work from beginning to end. The first exercise is a business practice. The student is taught the meaning of a business transaction and how to draw up the forms used. The use of the Loose Leaf Ledger, the Card System, the Manifold Bill and Charge System, and similar devices, is made part of the student's practice from beginning to end.

Wholesale Prices are quoted on pages 71 and 72.

BOOKKEEPING AND BUSINESS PRACTICE—Continued.

CODE WORD

The teacher who has to give individual instruction to students dropping in at any time is particularly kept in view. The opening practices are simple, thoroughly explained, and it requires but little time to get a student started and interested in his work. The work is divided into clearly outlined sections with instructions at the end of each as to getting work certified. The student is thus assisted in an orderly planning of his work, and the teacher assured of work coming in at regular intervals for record.

The work has a definite standard of attainment in view. A student who has mastered it should be able to write the Primary Examination of any of our Institutes of Chartered Accountants, and in many cases to write the Intermediate Examination. This means that there has been a judicious mixture of the Theory of Accountancy with the Practice of Bookkeeping. Financial statements, for example, are made the subject of special articles in three different places. The student is led by easy stages to an understanding of the Revenue Account, its division into Manufacturing, Trading, and Profit and Loss Account. The Balance Sheet, with proper classification of Assets and Liabilities, is just as clearly explained. Such features as changing from Single to Double Entry, Intricate Entries in Opening and Closing Joint Stock Company Books, keeping Self-Balancing Ledgers, and making Partnership Adjustments, are all treated in a systematic and comprehensive way.

Forms of books and special rulings receive special attention. The Synoptic, the Cash Book, with special columns for Bank Account, Ledgers with different rulings, different forms of Sales and Purchase Books, are not only illustrated but made the subject of part of the student's course.

The text is handsomely illustrated throughout with many cuts of books and forms used. It is thoroughly revised from time to time. It is printed and bound in a most attractive way. Altogether it forms a most desirable text.

Introductory Edition Bookkeeping by Single and Double Entry. Cloth, 80c. Containing 137 pages of the Complete Edition; especially suitable for Night School work.

BEAM

Advanced Edition Bookkeeping by Single and Double Entry. Cloth, 75c. Containing pages 138 to 265 of Complete Text.

BIRCH

Stationery and Forms for Introductory Business Practice. 15c. These forms are required for the practical work contained in the first 84 pages of "Bookkeeping by Single and Double Entry," and are put up neatly in a large manilla envelope. They include 6 Letterheads, 3 Checks, 2 Deposit Slips, 7 Drafts, 8 Notes, 3 Receipts, 5 No. 7 Envelopes, 7 Billheads, 5 Statements.

BLOCK

Senior Forms and Vouchers. 80c. This envelope contains 4 Shipping Bills, 4 Telegrams, 1 Pad Loose Leaf Retail Bill and Charge, 1 Pad Commission Sales Sheets, 2 Pads Loose Leaf Bill and Charge Sheets, 25 Ledger Cards, 2 Loose Leaf Recapitulation Sheets, 1 Sheet Carbon Paper, and 1 Pad Loose Leaf Stock Ledger Sheets.

BOLT

This material is required for the modern methods and practical work outlined in "Bookkeeping by Single and Double Entry," pages 83 to 265.

Key to "Bookkeeping by Single and Double Entry" (including Key to "Office Work," Nos. 1 and 2). Sold to teachers only. 50c.

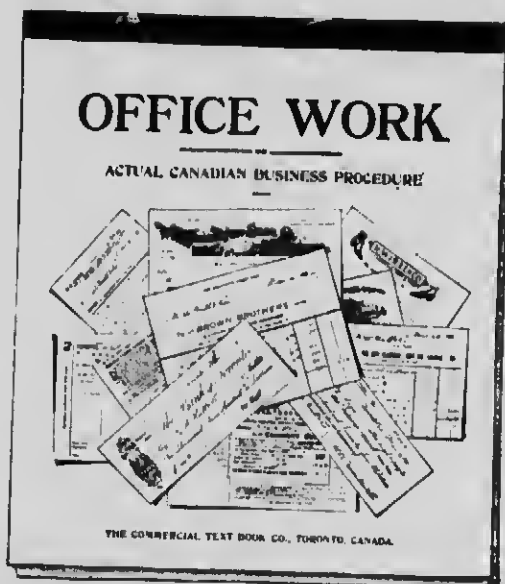
BOND

CORE WORD

BRAND

BOOKKEEPING AND BUSINESS PRACTICE—Continued.

Office Work No. 1, or Actual Canadian Business Procedure. By A. F. Spratt. Size 9 by 12 in. Price, 45c. A **Junior Business Practice** for the student who has a slight knowledge of bookkeeping. It includes 50 transactions and contains 60 photo-engraved business papers.



The unique feature of this practice is that it puts the pupil in his proper position in an office. The majority of practices of this kind put the student in the manager's chair, and require him to do nothing but the executive part of the business. His whole time is spent in signing notes, issuing checks, accepting drafts, and in those duties which the student will not be required to perform for years. Not so with "Office Work." In this practice the pupil is engaged as "Office Assistant" and is required to do in detail exactly the work which the average young man or woman will meet with in the up-to-date business office. A local invoice comes to hand—the student is required to sign for the goods, check them, and make proper entries; a shipment of goods comes to hand—he is required to handle and file the advice notice and shipping bill, to check off the goods and make entries; a sale is made by one of the firm's travellers—the student handles the traveller's order form, invoices the goods, makes out the shipping bill in duplicate, files one copy, and forwards the invoice; a parcel is sent out by express—he becomes familiar with the various methods of sending out express parcels, with entering up the express book, with making out prepay slips, and the proper method of sending out C.O.D. parcels. The student is required to file all invoices during the month, to check off the statements received, at the end of the month to issue statements to customers, and to handle all kinds of local bills such as telephone bills, electric light bills, local expense bills, etc. Not even the "signing for a parcel" is omitted.

BOOKKEEPING AND BUSINESS PRACTICE - Continued.

CODE WORD

The student also receives the same training as is provided by the ordinary business practice. He is required to handle all kinds of commercial forms, to issue checks, to draw on customers, to accept drafts, etc. He takes off a trial balance and balance sheet. He closes his books and produces a proof trial balance. He files his vouchers for the month and makes a complete report to his teacher.

All the business forms used in this practice, such as invoices, statements, checks, notes, money orders, traveller's order forms, shipping bills, advice notices, delivery receipts, etc., are photo-engraved direct from papers which have been actually used by reliable Canadian wholesale and retail firms.

No matter what text on bookkeeping may be used, "Office Work No. 1" may be introduced as an interesting business practice just as soon as the student can close a set of books. If our text, "Bookkeeping by Single and Double Entry," be used in the class room, we recommend the introduction of "Office Work No. 1" after Section 9. If the Canadian Standard text be used, "Office Work No. 1" should be introduced before the "June" exercise on page 51.

Forms and Supplies for Office Work No. 1. Price, 40c. Letter Paper, Envelopes, Drafts, Deposit Slips, Check Books (30 checks), Invoices (printed), Statements (printed), and Files.

BUGGY

Key to "Office Work" No. 1 is contained in Key to our text on bookkeeping, "Bookkeeping by Single and Double Entry."

BOND

Office Work, No. 2 (Wholesale Groceries). An Intermediate Business Practice by A. F. Spratt. 50c.

BONNET

Incoming Orders, Incoming Business Forms, and Envelope of Stationery. \$1.00.

As suggested above, this business practice includes a Book of Instructions, a Pad of Incoming Orders, a Pad of Incoming Papers, and an Envelope containing the necessary stationery for the student's use.

This work introduces many features which are included in the daily routine of actual business, but which have never before been incorporated in any book or business practice.

One of the principal features of this text is "Sales." Not the "Sold to John Brown" kind which you meet with in other works. Sales are treated by the student as they are treated in the business office. The student is not merely the bookkeeper in this work. He gets a wider knowledge of business. He learns all about the **Order System** from the time the traveller writes out the Customer's Order in the order book until the goods are shipped; every record in connection with the sale is made in every book or on every form, and every form is filed.

The student receives the Order, makes proper records on it, copies it in duplicate, gives it a number, gives the original a number, files the Original, acknowledges the Order by the multiple order system, enters the necessary records in the Order Register, ships the goods, makes out a Back Order if necessary, makes out the Bill of Lading, the Express Book or the Delivery Book, makes the necessary records of shipment on the Filled Order Form, invoices by the Loose Leaf Manifold Billing System, completes his Order Register, mails his Invoice, files his Loose Leaf Sales Record in his Loose Leaf Sales Book, enters up his Loose Leaf Perpetual Inventory, files his Filled Order numerically, enters up his Loose Leaf Recapitulation Sheet, and posts to his Loose Leaf Sales Ledger. All for one simple sale, you say. Yes, that is the course

CODE WORD

BOOKKEEPING AND BUSINESS PRACTICE—Continued.

of every order in every well-systematized business office. Quite different from the "Sold to John Brown" kind, isn't it? Yet this is only one feature of this work.



Transactions are introduced requiring the student to become familiar with the following forms, books, and methods: Travellers' Orders, Mail Orders, House Orders, Shippers' Orders, Order Register, Customers' Acknowledgments, Travellers' Acknowledgments, Home Office Reports; Shipping by Freight, both collect and prepay, Straight Bill of Lading, Shipping Order, and Memorandum; Shipping by Express, collect, prepay, C.O.D., including the prepay slip and express book; Shipping by Delivery, including the Delivery Book; Shipping for Enclosure; Shipping by Mail; Invoicing; Making Perpetual Inventory; the Recapitulation of Sales, Sales Ledger; the General Ledger; Buying Domestic and Foreign Merchandise, the Purchase Order, Certified Invoices, Ocean Bills of Lading, Forwarding Agents' Statement, Advice Notice for Customs Purposes, Forms to be delivered to a Custom House Broker, Advice Notices, Receiving and Checking, Filing; the Purchase Ledger; Banking, including Collections and Discounts, Acceptances returned unpaid, Acceptances returned with partial payment, Depositing, Drawing on Customers through Bank; the Financial Agency; Filling Back Orders; Rendering Accounts; Receiving and Checking Statements; Statement of Assets and Liabilities; the Trading Account.

The student is also given the practice required by the average "set," such as the recording of all transactions in the various books, posting, trial balance, and balance sheet.

A thorough examination is given at the end of the practice.

Envelope of Stationery required by the student contains the following: 42 Bills of Lading, 11 Files, 1 Book of Checks, 1 Book of Drafts, 2 C.O.D. Envelopes, 50 Order Forms (padded), 50 Loose Leaf Bill and Charge Forms (padded), 15 Loose Leaf Purchase

BOOKKEEPING AND BUSINESS PRACTICE -Continued.

Order Forms (padded), 30 Loose Leaf Perpetual Inventory Sheets (padded), 2 Loose Leaf Recapitulation Sheets, 1 Seven in One Loose Leaf Index for Loose Leaf Binder, 2 Sheets of Pen Carbon, 6 x 8, 1 Sheet of Pen Carbon, 1 x 7, 2 Prepay Slips, 3 Promissory Notes, 10 Statements (padded), 1 Express Book, 1 Order Register, 1 Delivery Book, 1 Bank Pass Book and 8 Deposit Slips.

This work may be used independently of any other text on bookkeeping. When our text, "Bookkeeping by Single and Double Entry," is used, we recommend the introduction of "Office Work No. 2," after Section 19. The Loose Leaf Binder used by the student in the exercises in "Bookkeeping by Single and Double Entry" may be used in working "Office Work No. 2." If the student is working from a text in which the Loose Leaf Binder is not required, before he can satisfactorily complete the work required in "Office Work No. 2," he must be provided with a Loose Leaf Binder in addition to the stationery and supplies contained in his Stationery Envelope.

Key to "Office Work No. 2" is included in Key to "Bookkeeping by Single and Double Entry," page 30.

Bookkeeping Simplified. By Fred. J. Ney. Cloth, \$1 00. The author has had considerable experience in the teaching of this subject, and his chief aim has been to make the text as practical and up-to-date as possible.

Key to "Bookkeeping Simplified." Cloth, gift. Price, \$1 00.



Canadian Standard Bookkeeping. By J. W. Westervelt, C.A. 144 pp. Cloth, \$1.50. The author of this text is not only a chartered accountant, but also a teacher of wide experience. The matter is arranged in a way which leads to an easy mastery of the subject when the student is studying alone. This reduces the work of a teacher in a large class to a minimum. The fifth edition contains a number of new features, which have been selected after careful investigation into the labor-saving devices of the largest concerns in the most important business centres.

The work is recommended with the assurance that it will be found thoroughly practical and reliable.

CODR WORD

BOTNER

BOTNERED

BOTANY

CODE WORD

LADDER

STUDENT'S LOOSE LEAF SYSTEMS.

Student's Loose Leaf Ledger. Size, 6 1/2 x 9. Price, \$1.40. This Ledger consists of a binder, 100 loose leaves, and a projecting tab index. It is a convenient size, bound in full buckram heavy stiff board cover. The device for removing ledger leaves is simple, and can be operated with the greatest ease and rapidity. There is no



complicated mechanism to get out of order. This binder may be used to accommodate any style of ruling, such as Ledger, Manifold Bill and Charge System, Stock Ledger, etc. The sheets are bound so securely that the entire weight of the book may be lifted by a single leaf. With this loose leaf system it is not necessary to use as large a sheet as is customary with bound books. No matter how long an account may run, or how much space it may occupy, a sufficient number of sheets can be inserted to take care of it properly, and for short accounts the smaller sheets are preferable. It is the only loose leaf binder within the reach of the student of a business college or shorthand school. It is just as complete as one costing ten or twenty dollars. Every up-to-date business school should supply its students with such a system.

Loose Leaves for above in different rulings are quoted on page 60.

Loose Leaf Supplies. See page 60.



ARITHMETIC.

ARROW

The New Method Arithmetic. By P. McIntosh and C. A. Norman. \$1.25. This work presents many radical improvements in the method of presenting the subject of business arithmetic. It does not aim at being odd, however, but rather at being logical.

Arithmetic, like other subjects, must be largely handled in the business school as a matter of individual instruction. The authors have kept the individual student well in mind. While the average arithmetic contains solutions in illustration, the very solutions themselves need explanation from a teacher in many cases. The New Method Arithmetic has tried to make itself so easily understood that the average student, even in the quiet of his own room, can make progress.

ARITHMETIC—Continued.

CODE WORD

Then the arrangement is logical. Why shouldn't an Arithmetic text, like a Bookkeeping text, present such an orderly arrangement that a student may work through it from cover to cover, in regular order, in completing his arithmetic course? There is no reason why a student should feel that he knows how to work problems in Profit and Loss, while Commission and Brokerage are a sealed book to him. By the "New Method Arithmetic" the student who can find five per cent. of an amount is taught the use of this knowledge in all its applications before proceeding to other aspects of percentage. In this way Profit and Loss, Commission and Brokerage, Interest and Discount, Exchange, etc., are taught, not as so many different topics having no relation to one another, but as so many different phases of the one idea of percentage.



Strict attention has been paid to the application of our Canadian laws where they affect solutions. For instance, in all work in Interest and Discount and Partial Payments, the different statutes concerning Interest are lucidly explained and their application illustrated.

A few old friends will be missed from the pages of the "New Method Arithmetic." The Bank Draft at 90 days, the insurance which covers the cost of goods and premium, and similar features, have been dropped.

Plenty of problems for testing the student's ability are given without making the book simply a compilation of questions.

Excellent series of review questions are also given at appropriate intervals throughout the book.

Altogether it is the new Arithmetic for which business educators have been looking.

Answers to Problems in "The New Method Arithmetic." Sold to Teachers only. 10c.

ASTER

CODE WORD

RACE

RAPID CALCULATION.

Figure Reading, or Rapidity in the Simple Rules. By P. McIntosh.
Size, 7 x 10 $\frac{1}{2}$. 100 pp. 45c. This is the only Canadian work published which attempts a systematic course of instruction in addi-



tion, subtraction, multiplication and division. To teach the student to add as he would read is the first great object of the work. Even in the simple matter of simple addition our work is thoroughly systematic. Ample provision is made for holding class drills in concert. Where it is desired to set questions for individual practice, the text provides over 3,000 of such drills on the simple rules alone. The teacher's work in checking results is reduced to a minimum.

In the addition section the text contains alternate pages in script and in print. The student gets practice in adding figures as they would appear in any book of account, while he has before him excellent copy for the writing of good, business-like figures.

A strong feature of the work is the handling of short methods. All those which are adaptable to everyday business use are fully explained and illustrated. Again, the text provides plenty of test problems for individual tests. The work is no experiment. It is the result of ten years' experience in handling the subject and has stood the test in the largest business schools in the country.

This work is a departure from established ideas as to Calculation texts, but it is in no sense an exploitation of freak ideas. It is the direct result of the necessity, felt every day by a teacher, for some means of systematically presenting this subject to a class. Every teacher is familiar with the Rapid Calculator which dismisses the subject of Addition with the wave of the hand in the first page or two, only to plunge into the illustration of a lot of alleged short methods and rules that are of no practical use to the student, and would require a head like a lumber room to retain them. Figure Reading starts with Addition, and continues

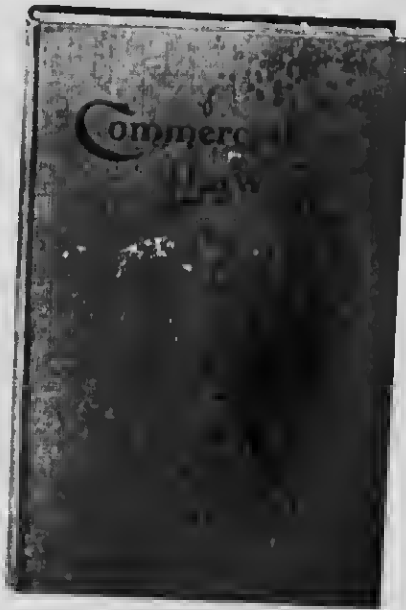
RAPID CALCULATION—Continued.

with Addition through page after page of well-graded work until the student can add as he reads. It goes with the teacher into the classroom and presents a definite method of presenting class drills and setting questions. It is the book for which every teacher has been looking. Its methods are unique, but the results are certain.

Key to "Figure Reading." Containing answers to all the problems required to be worked by the pupil. An invaluable book for the teacher. We give a Key free with first order for 25 texts. Additional Keys, price 20c.



COMMERCIAL LAW.



Summary of Commercial Law. By Anger. 160 pp. 75c. This Summary of Commercial Law is applicable to all the Canadian Provinces and Newfoundland. It contains the pith and substance of our mercantile laws—which are made up of Statute Law, Common Law, and Court decisions, known as Case Law—boiled down, classified and plainly stated, just suited to the school room, the accountant and the busy man of affairs with whom time is money and knowledge spells safety.

Each chapter, treating of a distinct branch of Law, contains the practical instruction embodied in a standard law work of four or five hundred pages, reduced to a single chapter; therefore it is comprehensive—a genuine law course on this one line. It is the production of a specialist in Commercial Law, and is revised each year, incorporating any change made either by a judge's decision or Parliamentary enactment, so that teachers and students using this text will never be studying obsolete law.

For accuracy, clearness of expression, and the practical nature of its 160 pages, it has no equal.

CODE WORD

RAG

LUMBER

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LUCKY

LUCKIEST

LYCEUM

DODGE

COMMERCIAL LAW—Continued.

Digest of Canadian Mercantile Law. By W. H. Anger. Eastern Edition, \$2.00.

Western Edition. Same as above, but containing an additional chapter, giving the Western Provinces' Land Titles Act, and the Statutory Forms. \$2.50.

Laws of Business. By C. A. Fleming, F.C.A. \$1.50.

Telegraph Instructor. By Dodge. Cloth, \$1.30.



CORRESPONDENCE.



CAMERA

Business Letter Writing and Follow-up Systems. By E. Warner. 150 pp. Price, 90c. This work comprises a general course in writing actual business letters, keeping records of the same, and in the method of "following-up" all inquiries and turning them into orders. The entire work is divided into definite and carefully planned lessons and sections, and written exercises are required in connection with each lesson. Section 1 contains complete lessons on the Different Parts of a Letter, Inserting and Sealing, and Superscription. Section 2, on Common Errors in English, Capital Letters, Punctuation Marks, Copying Letters (and a mine of useful general points). Section 3, on various kinds of business letters. Each kind of business letter is illustrated by one or more forms, points to be observed in writing such letters are numerically arranged for quick, ready reference, and each lesson is completed by requiring the learner to write from five to twelve different letters of each class. Section 4 contains the latest ideas on Circular Letters, Form Letters, Alphabetical and Numerical Systems of Filing Correspondence, Follow-up Letters, with several illustrations, Telegrams, Cablegrams, and Proof Reading.

The one section in this book showing how to turn inquiries into orders and money, planning and engineering a circular letter campaign and handling general correspondence, is the most im-

CORRESPONDENCE—Continued.

portant feature of business correspondence ever published. The section outlines a most effective "follow-up" system that automatically handles each inquiry, sends out a "follow-up" letter at the precise time needed, and makes every letter contain the very point or argument that will win a favorable decision. Actual business conditions are brought into the school-room, the learner being required to write letters of inquiry, file them, write replies, take copies of replies and file them, write "form letters," record them on cards, write "follow-up" letters, write their proper card system records, write "special" letters and file them, and, in fact, carry on an effective advertising campaign. This is the only text-book that contains such an up-to-date course.

Students' Stationery for Business Letter Writing and Follow-up Systems, Section 4, 20c.

The envelope contains 10 Letter Heads, 3 Bill Heads, 3 Statements, 6 Checks, 4 Notes, 2 Private Post Cards, 10 Follow-up Cards (printed), 3 No. 9 Envelopes, 6 No. 7 Envelopes.

Manilla Folders. 8½ x 11½. For Vertical Filing Cabinet (for students' use). 12 in Set, 10c.

How to Write a Business Letter. By C. A. Fleming, F.C.A. 75c.

Style Book of Business English. 235 pp. 85c. New and Enlarged Edition. For Stenographers and Correspondents. This new treatise will especially appeal to the teacher of English wherever it is seen. Teachers of this subject using this work can feel assured of vastly better results than they have ever before secured. The new edition contains a special chapter in Card Indexing and Letter Filing, fully illustrated.

Key to "Style Book." 20c.

CODE WORD

CHAMPION

CISTERN

CLOCK

POPLAR

PORCH

SPELLING.



Pitman's Cumulative Speller. Canadian Edition. 112 pp., cloth, 40c. By Charles E. Smith, author of "A Practical Course in Touch Typewriting." A modern and practical speller for Commercial

SALT

CODE WORD

SPELLING—Continued.

Education. As the title indicates, the plan is cumulative. Each lesson consists of sixteen words, the first twelve of which are respelled phonetically and defined. The syllabication, pronunciation, and definition of the remaining four words should be assigned to the student, either as homework or seat-work. A homework dictionary, containing all of these special words, is included in the Speller at the end of the first hundred regular lessons. This feature of the work is intended to afford the student a ready means of acquiring the dictionary habit—a habit so essential to all who take pride in turning out accurate work. Nearly all of the words assigned for homework are later on repeated in the regular lessons, so that the lessons review themselves and reduce to a minimum the necessity of having special review lessons. This work contains a special chapter on the New Spelling, together with the 300 words recommended by the Simplified Spelling Board.

SENIOR

A Special Edition of "Cumulative Speller" is also issued with a **Shorthand Vocabulary**, for schools teaching the Isaac Pitman system. Cloth, gilt, 145 pp., 50c.



SEAWORTHY

Canadian Business Speller. 94 pp., cloth, 40c. By A. M. Kennedy. A new text, designed particularly for Canadian Commercial Classes, containing a carefully selected list of words, twenty-five to the lesson. The words are arranged alphabetically, and appear first in their ordinary form. On this account, the words can be found more easily than in a dictionary, and the work forms a convenient reference book. A remarkably simple and accurate phonetic method of indicating the pronunciation is used. Meanings are much more complete and satisfactory than in other spellers. The Speller contains an extensive list of words frequently mispronounced; a section on Simplified Spelling, together with the list of words recommended by the Simplified Spelling Board; fifteen Examination Tests of 100 words each; Rules for Punctuation; Canadian Towns, Cities and Provinces; and Abbreviations.

SPELLING—Continued.

Modern Business Speller. 40c. By Maync. A first-class Speller for school use.

Pitman's Commercial Dictionary. The latest and best pocket dictionary. 384 pp. Boards, lettering in color, 25c. French morocco, 50c. At the suggestion of a number of teachers who have found the various present-day pocket dictionaries incomplete and inaccurate for commercial and public school work, we have prepared this work, which contains many features not found in books of this character.

Pitman's Pocket Dictionary of the English Language. This Dictionary furnishes, in a form suitable for ready reference, a guide to the spelling and meaning of words in everyday use, and it is a trustworthy authority on the best modern English usage in spelling. The definitions, though necessarily concise, are thoroughly accurate. A list of Abbreviations in General Use is given. Size, 3 x 5 in., cloth, gilt, 362 pp., 40c; leather, 50c.



WRITING.

Sprott's System of Business Writing. Part I. 36 pp., 10c. This little work is intended for junior pupils, and is the only text published which presents the important subject of Writing in a manner which conforms with the latest pedagogic ideas. The subject is introduced by the use of games and pictures. In this manner the intense interest of the youngest pupil is secured and maintained until the games or picture movement drills are developed into small letters, capital letters, words and sentences. The work, or play, as it really should be designated, introduces the use of the blackboard. The lessons are properly graded. Fifty interesting and simple picture exercises are illustrated. These are later developed into letters and words by means of sixty-four full-line movement drills reproduced direct from the author's pen-written originals. Teachers and pupils using this text will enjoy the benefit of the author's experience as Instructor of Writing for a number of years in one of the largest Canadian normal schools.



Sprott's Metronomic System of Writing. Part II. Revised and Enlarged. Size, 6 x 8 in. Price, 25c. This work contains over two hundred full-line copies, including movement exercises and drills, word exercises and sentence copies, photo-engraved direct from

CODE WORD

SHADOW

SMART

SMASH

WATER

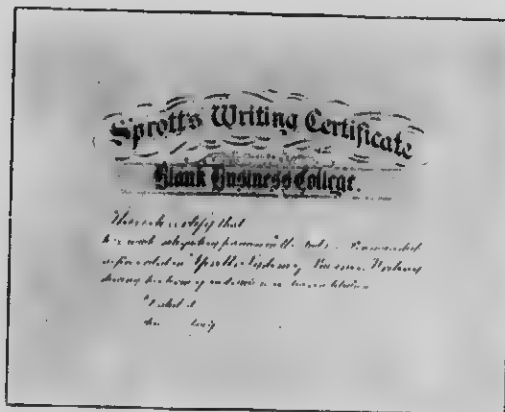
WEATHER

WRITING—Continued.

pen-written originals. All the lessons are properly graded, and the novel and scientific plan of securing regularity of movement by the use of the Metronome is thoroughly explained. Clear and explicit explanations are given with each lesson. It is not only a companion to the teacher, but a guide to the student.

Sprott's Writing Diploma. Size, 14 x 16 in. Given free to students who have studied from Sprott's Metronomic System of Writing, and have reached such a degree of proficiency as will warrant the author in awarding this diploma. The number issued to any school will not be limited, but the diploma will be awarded only to those who have acquired a very high standard of proficiency. Free sample for framing will be sent and full particulars given to any teacher upon application.

Sprott's Writing Progress Certificate. Size, 11 x 14 in., is given free of charge to students who while studying from Sprott's Metronomic System of Writing, have made satisfactory progress during their school term. A sample of this certificate will be sent to any teacher who will agree to frame it and hang it in a conspicuous place in the class room. The awarding of this certificate will give every student in the class something to strive for, since the certificate will be given for satisfactory progress, the only test being a comparison of the applicant's writing at the beginning and end of the period for which the certificate is awarded. Full particulars will be given to teachers upon application.



Sprott's Penmanship Gold Medal. A handsome Gold Medal will be donated by A. F. Sprott to the best writer in Canada. Only those students studying from "Sprott's Metronomic System of Writing" will be eligible. The Medal will be donated in the month of June in each year, after all specimens have been examined.

Students graduating from any school during the fall term may compete by writing on the prescribed examination and leaving the required specimens with the principal or penman of the college, to be submitted to A. F. Sprott, on or before the first of June. No candidate will be eligible unless he write on the examination prescribed by A. F. Sprott, full particulars in regard to which may be secured by the principal or the penman of the college.

STATIONERY

WHEN ORDERING BY TELEGRAM USE OUR
CODE FOR MATERIAL AND QUANTITIES

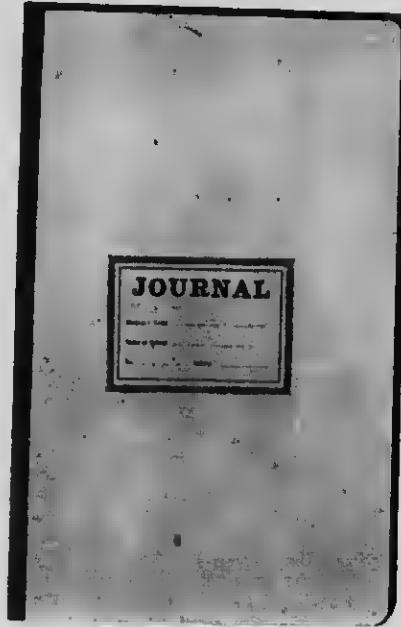


BLANK BOOKS

Our Blank Books are made of superior quality white wove esparto grass paper, which is the highest grade of writing paper other than bond. Press Board used in covers is of the highest grade, grey in color. Corners are trimmed round and blanks are well bound with cloth backs. In many cases explanations are printed. All money columns are ruled with unit columns. All book-keeping blanks are paged. We could supply blank books of an inferior quality at greatly reduced prices, but our experience has proved that our customers are satisfied with **NOTHING BUT THE BEST**. All blanks are packaged in strong sealed packages of 20's.

CODE WORD

BLANK BOOKS.



		RETAIL PRICE
STAB	Journal, 8½ x 13½. 64 pp., paged, heavy press board cover, unit columns. Per dozen.....	\$2.40
STABLE	Ledger, 8½ x 13½. 64 pp., paged, heavy press board cover, unit columns. Per dozen.....	2.40
STACK	Cash Book, 10 x 16. 24 pp., paged, explanations printed, press board cover. Per dozen.....	2.88
STACKER	Cash Book, 8½ x 13½. 24 pp., paged, ruled three money columns, unit columns, heavy press board cover, cloth back, round corners. Per dozen.....	1.80
STADIUM	Invoice Book, 8½ x 13½. 24 pp., paged, press board cover. Per dozen.....	1.80
STAFF	Sales Book, 8½ x 13½. 24 pp., paged, press board cover. Per dozen.....	1.80
STAGE	Bills Receivable, 8 x 9. 20 pp., paged, printed, press board cover. Per dozen.....	1.68
STAGGER	Bills Payable, 8 x 9. 20 pp., paged, printed, press board cover. Per dozen.....	1.68
STAGNATE	The Synoptic Journal, 10 x 16. 14 pp., paged, eighteen money columns, explanations printed, press board cover. Per dozen.....	2.64
STAID	Six Column Journal, 10 x 16. Paged explanations printed, press board cover. Per dozen.....	2.64
STAIRS	Blank Notes on Arithmetic, 8½ x 13½. 80 pp., ruled, press board cover. Per dozen.....	2.64
STAKE	Blank Notes on Law, 8½ x 13½. 80 pp., ruled, press board cover. Per dozen.....	2.64
STAKED	Writing Blank. 50 pp., cover heavy manilla, wire stitched, printed, interior superior English velvet finish E.W.D. white wove paper. Per dozen.....	1.44
STALE	Financial Statements Blank, 8½ x 13. 48 pp., alternate pages ruled for trial balances and balance sheets. Heavy tag manilla cover. Per dozen.....	1.92

For Wholesale Prices see page 72.

BLANK BOOKS—Continued.

	RETAIL PRICE	
Spelling Blank , 8½ x 13½. 80 pp., ruled horizontally, also with three columns vertical, with heavy heading. Heavy tag manilla covers. Good white wove paper. Per dozen..	\$2.16	STALK
Correspondence Blank . 72 pp., superior E.W.D. white wove writing paper, eight pages in centre are first-class copying tissue for copying letters, heavy manilla cover, printed, wire stitched. Per dozen.....	1.68	STALL
Stenographers' Letter Copying Book . 116 pp., 20 pages for index, superior copying tissue. Cover heavy manilla, printed, cloth back. Per dozen.....	1.92	STAMP
Exercise Books , 7½ x 10. 56 pp., ruled, medium grade writing paper. Tag manilla cover. Per dozen.....	.72	STANDING

BLOTTING PAPER.

Students' Package . Size 4 x 9. Six blotters in each package. Per dozen packages.....	.32	STANZA
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BLACKBOARD ERASERS.

Weber's Noiseless . Per dozen.....	2.50	STARCH
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CHALK.

Sprott's Penman's Chalk. After years of endeavor we have had manufactured especially for us a chalk which is as nearly perfect as possible. It makes pure, white, smooth lines. It is perfectly free from grit. It is easy to write with—does not stick. It erases easily. It is especially suited to the use of the penman or the shorthand teacher who is particular about his outlines.

Per box, white.....	\$0.70	STARLIGHT
Per box, enamel.....	.80	STARVE
Per dozen boxes, white.....	7.20	
Per dozen boxes, enamel.....	8.00	

ERASERS.



No. 410. Pen and Pencil. Large size. Per dozen.....	.90	STEEL
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No. 428. Per dozen.....	.90	STEM
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For Wholesale Prices see page 72.

CODE WORD

CARBON PAPER.

RETAIL PRICE

STATE

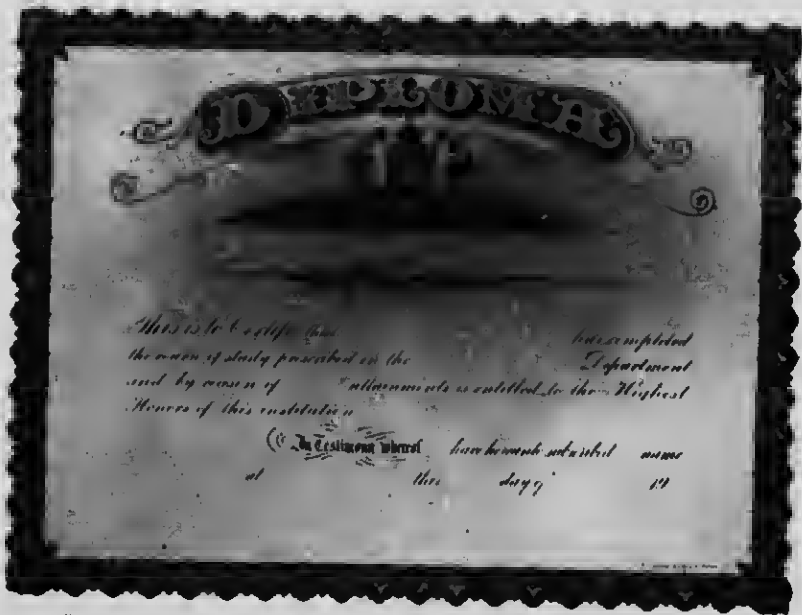
Sprott's Imperial Carbon Paper. Best quality. Black, Purple, Blue, or Green. Typewriter use. Box, 100 sheets. \$4.00

STATUE

Pencil Carbon, 5 x 8. Cut to fit our Loose Leaf Bill and Charge System. Per 100 sheets. 2.00



DIPLOMAS.



STEAMER

RETAIL PRICE

School or College Diploma, 23 x 18. Handsome Canadian design, lithographed in black on heavy white ledger paper. On all imported diplomas 35 per cent. duty is charged. In buying from us you get good value without any extra charges.

100 diplomas.....	\$36.00	25 diplomas.....	\$11.00
50 diplomas.....	20.00	10 diplomas.....	5.00

Writing Progress Certificate. See page 52.

For Wholesale Prices see page 72.

CODE WORD



Diploma for Writing. See page 52.

ENGROSSING DIPLOMAS.



Filling in Diplomas, lettering similar to reduced sample above. Lettering includes name of graduate, department, name of school or college, city or town, date, etc., \$1.00.



INK.

	RETAIL PRICE
Stafford's Commercial Ink, Blue Black, 2 oz. bottles, 1/4 gross boxes. Round bottles, per gross.....	8-50 \$7-50
Stafford's Commercial Blue Black, Quarts, per dozen.....	12.00
Stafford's Red. 2 oz. bottles, corked. 1/4 gross box, per gross.....	12.00 \$4.00
Stafford's Red. Pints, per dozen.....	13.00

STENCIL

STERLING

STEW

STIRRUP

For Wholesale Prices see page 72.

LEAD PENCILS.

CODE WORD

STOCKADE **Venus, H.B.** Boxed in dozens. Per gross..... **RETAIL PRICE \$22.00**



STOCKHOLDER **Velvet, No. 557, H.B.** Hexagon, walnut gloss finish, gilt tip and pink rubber, superior appearance and quality. Per gross..... **\$10.80**



STOCKING **Velvet, No. 557, R.B.** Round, no rubber, B. A good stenographers' pencil. Per gross..... **\$10.40**



STOKER **Mecca, No. 450.** Hexagon, H.B., yellow finish, gilt tip, pink rubber. Per gross..... **\$10.00**



STONE **Phonographic, No. 240.** No. 240 is a soft stenographers' pencil. For smoothness and durability it has few equals. Per gross..... **\$9.80**

STOOL **Phonographic, No. 241.** No. 241 is harder than No. 240, and is especially suitable for stenographers who write light line shorthand. Per gross..... **\$9.80**



STOPPAGE **Commercial Text Book Co., No. 40.** Yellow, hexagon, pink rubber, high grade, splendid pencil for general use. Per gross..... **\$8.60**



STOP **Autograph.** Round, with rubber, patent finish. Per gross.... **\$7.00**



STOPPING **Commercial Text Book Co., No. 30.** Soft, hexagon, walnut gloss finish, no rubber. An excellent pencil for shorthand writers. Per gross..... **\$6.50**

STORE **Imperial, H.B.** Hexagon, without rubber. Good quality. Per gross..... **\$6.00**

For Wholesale Prices see page 72.

LEAD PENCILS—Continued.

RETAIL PRICE CODE WORD



Stenographic, Soft. Our special shorthand writer's pencil. Round, walnut gloss finish, no rubber, exceptionally good value. We recommend this one. Per gross..... \$5.60 STOVE



Eclectic, H.B. Round, nickel tip, white rubber, maroon polish. Per gross..... \$4.60 STRAGGLE

Commercial Text Book Co., No. 20. Yellow, hexagon, no rubber, H.B. Good value. Per gross..... \$3.50 STRAGGLER



Fides, H.B. Yellow, hexagon, no rubber. Per gross..... \$2.80 STRAIGHT



CHECKING, DRAWING AND COPYING PENCILS.



Charcoal, No. 149. Contains a soft, black, charcoal-like crayon. Suitable for crayon drawing, sketching, checking, etc. Per dozen..... \$1.20 STRAIN

B.B., Bonny Blue. Blue Lead. Per dozen..... .80 STRANGE

R.R., Rosy Red. Red Lead. Per dozen..... .80 STRANGER

G.G., Green. Green Lead. Per dozen..... .80 STRANGLE

Diabolo, No. 213, Copying. Round; lavender finish, silver stamp and silver colored mouthpiece, exceptional quality lead. Per dozen..... \$1.10 STRAWBERRY



Niagara, Copying. Good value. Per dozen..... \$0.80 STRETCH

For Wholesale Prices see page 72.

CODE WORD

LOOSE LEAF SUPPLIES.

Loose Leaf Supplies stipulated below are 5 x 8 in. in size, to fit our 6 x 9 binders, illustrated on page 44. All forms not padded are banded in 100 and packaged in lots of 1M.

STREET

Standard Ledger. Heavy centre line, date and explanation columns.

STRENGTH

Special Ledger. Dr., Cr. and Balance money columns

STRESS

Journal. Two money columns, unit lines.

STRONG

Cash Book. Two money columns, unit lines.

STRUGGLE

Cash Book. Three money columns, unit lines.

STUB

Invoice Book. Two money columns, unit lines.

STUNBLE

Invoice Book. Three money columns, unit lines.

STUBBY

Recapitulation Sheets. For weekly or monthly merchandise sales and credits.

PRICE ON ABOVE RULINGS.

in lots of 100..... \$0 60 per C.
 In lots of 2000..... 4 00 per M.
 In lots of 5000..... 3 20 per M.

STUDDING

Plain Sheets. Punched, bond paper. Per M.....

RETAIL
PRICE
\$2.80

STUDY

Account Sales Forms. 5 x 8, padded 20 in pad, alternate sheets blank. Per dozen pads.....

1.20

STUDIO

Stock Ledger Leaves, 5 x 8. White bond, padded, 40 in pad, 25 pads in package. Per dozen pads.....

2.16

STUFF

Manifold Bill and Charge (Wholesale). Azure bond paper, padded, alternate sheets yellow bond, 50 in pad. Per dozen pads.....

2.16

STUMP

Retail Bill and Charge. White bond, alternate sheets yellow, padded, 30 in pad. Per dozen pads.....

1 68

STUPID

Manilla Tab Index, 5 x 8, 25 sub-divisions, strong ledger paper, heavy manilla tabs on each sheet. Per set.....

.30

STURDY

Linen Tab Index, 5 x 8, 26 sub-divisions, extra heavy ledger paper, heavy linen tabs. Per set.....

.60

STURGEON

Physicians' Ledger Sheet. Size, 5 x 8. White bond, printed, special ruling for physicians' use. Reduces work to a minimum. Per M.....

4.00

STUTTER

Physicians' History Case Sheets, 5 x 8. White bond, printed and punched. Per M.....

4.00

STY

Physicians' Sick Room Chart, 5 x 8. White bond, printed and punched. Per M.....

4.00

STYLE

Dentists' Ledger, 5 x 8. Printed, with chart of teeth numbered, good bond paper, one side improved ruling, punched. Per M.....

4.00

SCAVE

Dentists' Ledger, 5 x 8. Extra heavy ledger paper. Ruled both sides, with special improved ruling prepared by Dr. Horace E. Eaton, of Toronto, printed both sides. Chart of teeth without numbers printed on one side only. Per M.....

8.50

For Wholesale Prices see page 72.

PEN HOLDERS.

RETAIL
PRICE
PER GROSS CODE WORD



No. 379. Soft rubber tip, olive handle, glass finish. \$14.30 SUB



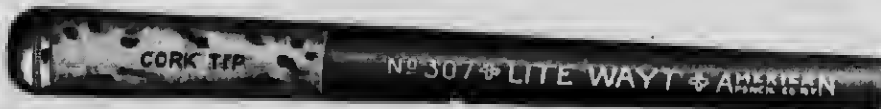
No. 383. Cork tip, emerald glass finish, very handsome. \$12.00 SUBDIVIDE



No. 300, Bank. Cork tip, natural glass finish. \$11.50 SUBDUE



No. 886, Raven. Hard rubber tip, glass finish, medium taper handle. \$10.80 SUBJECT



No. 307, Lite Wayt. Natural glass finish, cork tip, an exceptionally good holder. \$9.50 SUBJECTIVE



No. 296. Fluted rubber tip, natural glass finish, silver stamp. \$9.00 SUBJOIN



No. 295. Rubber tip, red or black handle, silver stamp. \$9.00 SUBJOINED

For Wholesale Prices see page 72.

PEN HOLDERS—Continued.

CODE WORD

RETAIL
PRICE
PER GROSS



SUBJUGATE No. 767, Velvet. With soft rubber tip. Green enamel finish, boxed in dozens. This holder is also stocked in red enamel finish, suitable for red ink work. Exceptional value. When ordering, mention color desired. \$8.00



SUBLEASE No. 658. Non-metallic tip, plain cedar, gloss finish, a good school holder. \$4.60



SUBLET No. 651. Swell red enamel handle, silver plated tip. \$3.50



PEN NIBS.

We Sell and Recommend only
SPROTT'S FAMOUS PENS.

They are used in business schools, public and high schools, and in offices, from the Atlantic to the Pacific, both in Canada and United States.

Other pen nibs are manufactured according to the suggestions of someone who knows little or nothing about pen nibs.

Sprott's Pen Nibs are graded and finished to suit one who knows a good pen nib, **not when he looks at it, but when he uses it.**

Sprott's Pens are made of the very best steel which is put into pen nibs to-day, consequently they are **Durable**. They are made by expert mechanics, therefore they are **Regular in Quality**. They are finished to suit the fastidious, the expert penman, therefore they **Write Smoothly**. They are numbered from 1 up, according to the thickness of line produced by each nib, and are therefore **graded to suit every hand.**



Written with Sprott's Pen No. 1.

For Wholesale Prices see page 72.

SPROTT'S PENS—Continued.



Spratt's No. 1. The Penman's Favorite. Smooth, elastic, durable. The best pen for fine work which has ever been produced. Put up in handsome boxes of 1 gross or $\frac{1}{8}$ gross

	RETAIL PRICE
Gross Boxes. Single gross.....	\$1.20
Gross Boxes. 12 gross lots.....	1.10
Gross Boxes. 24 gross lots.....	1.00
$\frac{1}{8}$ Gross Boxes. Single gross.....	1.44
$\frac{1}{8}$ Gross Boxes. 12 gross lots.....	1.28
$\frac{1}{8}$ Gross Boxes. 24 gross lots.....	1.20



Spratt's No. 2. Spratt's Federation, No. 2, has, during the past few years, superseded all other nibs in business schools. It is rapidly being adopted in the public and high schools in Canada, and has been adopted in many schools in the United States. Owing to the very great number used in Canada the price is exceedingly low, in fact, is out of all proportion with the quality, which cannot be improved upon.

	RETAIL PRICE
Gross Boxes. Single gross.....	\$0.90
Gross Boxes. 12 gross lots.....	.72 ⁷⁶
Gross Boxes. 24 gross lots.....	.62 ⁶⁶
$\frac{1}{8}$ Gross Boxes. Single gross.....	1.10
$\frac{1}{8}$ Gross Boxes. 12 gross lots.....	.90
$\frac{1}{8}$ Gross Boxes. 24 gross lots.....	.80

Spratt's No. 3. A good school pen, larger in size than No. 2, and coarser grade, hut equally as good in quality. Put up in gross boxes only. Prices same as No. 2.

Spratt's No. 5. A silvered alloy school pen which will produce a stroke similar to that produced by No. 3. This pen is not quite as flexible as No. 3. Put up in gross boxes only.

	RETAIL PRICE
Gross Boxes. Single gross.....	\$1.10
Gross Boxes. 12 gross lots.....	1.00
Gross Boxes. 24 gross lots.....	.86

Spratt's Office Pens. Nos. 6, 7, 8, 9, 10, 11 and 12 are silver office pens. The higher the number the coarser the nib. No. 12 has a ball point. Price same as No. 5.

For Wholesale Prices see page 72.

CODE WORD

SUCCEED

SUCCESSFUL

SUCCESS

SUGAR

SUITOR

SULLEN

CODE WORD

SPROTT'S PENS—Continued.



SULPHUR

Sprott's Silver-Alloy, No. 6. Owing to the fact that the business man seldom cleans the ink off his pen, we have silvered all our office pens, which prevents them from rusting. No. 6 is a fairly fine office pen.

SUN

Sprott's Silver-Alloy, No. 7. Slightly coarser than No. 6. Put up in gross boxes only. Same price as No. 6.

SUMMER

Sprott's Silver-Alloy, No. 8. Produces a stroke somewhat similar to that produced by No. 7. Different design and slightly less flexible. Gross boxes only. Price same as No. 6.

SUMMIT

Sprott's Silver-Alloy, No. 9. Smooth, fairly coarse, medium flexibility. A nice writer for general office use. Gross boxes only. Price same as No. 6.



SUN

Sprott's Silver-Alloy, No. 10. Soft, smooth, flexible, coarse. A favorite with the office manager. A special signature pen. Gross boxes only. Price same as No. 6.

SUNBEAM

Sprott's Silver-Alloy, No. 11. Coarser than No. 10 and a little harder. Gross boxes only. Price same as No. 6.

SUNDAY

Sprott's Silver-Alloy, No. 12. Ball Point. We have manufactured this pen to fill the demand of the public. We do not recommend a ball point pen of any make. Ours is as good a pen of this class as can be produced. Gross boxes only. Price same as No. 6.

SUNDOWN

Sprott's Engrossing Pens. Each box contains 13 Engrossing Pens, including one of each of the following: Crowquill, Sprott's No. 1, Sprott's No. 2, Double-Pointed or Ruling Pen, J Stub, Engrossing Pens, Nos. 1, 2, 3, 3½, 4, 4½, 5 and 6. These Engrossing Pens vary in width of nib according to number. No. 6 is the widest and will make a line 1/8 of an inch in thickness. Price, per set. 30c.



PAPER FASTENERS AND CLIPS.

Superior Paper Fasteners.

	RETAIL PRICE		RETAIL PRICE
SO—1/2 in. long, per M.	\$0.80	M5—1 1/8 in. long, per M.	\$1.60
M2—3/4 in. long, per M.	1.00	M6—1 1/4 in. long, per M.	1.80
M3—7/8 in. long, per M.	1.20	M7—1 1/2 in. long, per M.	2.20
M4—1 in. long, per M.	1.40	M8—1 3/4 in. long, per M.	2.80

SUNNY

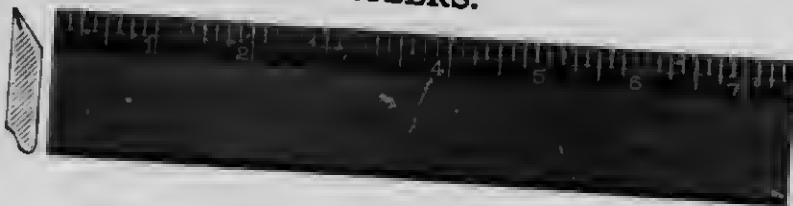
Owl Paper Clips.

(100 in a box.)

No. 2—Per box, 30c.; 10 boxes.....	\$2.50
No. 3—Per box, 36c.; 10 boxes.....	3.00

For Wholesale Prices see page 72.

RULERS.



Maple, superior finish, rubbed and varnished, brass edge, 15 inches. Per dozen.....

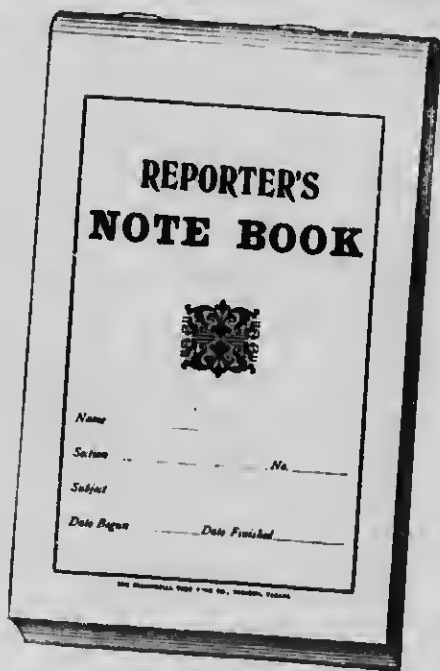
RETAIL
PRICE
\$2.40

CODE WORD

REPORTER'S NOTE BOOK.

Reporter's Note Book, No. 1 M. Size, $5\frac{1}{2} \times 8\frac{1}{2}$. 142 pp., exceptionally good quality, English velvet finish, white laid esparto grass writing paper, suitable for pen or pencil. Medium wide ruling. Cover, heavy tag manilla. Packaged in twenties. Per C., \$6.68.

SUNSET



Reporter's Note Book, No. 5 W. Size 6 x 9. 164 pp. Wide ruling. Paper suitable for pencil use only. Cover, strong tag manilla. Good value. Per C., \$5.00.

SUPERB

Special Imprint Note Books. When ordering 1,000 of either of the above Note Books, we will print any special advertising matter on one side of cover only, other side blank. An additional charge of \$1.00 is made for special cover.

For Wholesale Prices see page 72.

CODE WORD

RULED PAPER AND FORMS.

Bank Pass Books. College Bank, tag manilla cover. Per dozen.	\$0.48
Bill Heads. 6 x 8, English 20-lb. velvet finish paper. Per M.	1.60
Examination Cap. Packaged in 1000's. Per M.	3.50
Foolscap. Star, superior finish. Per ream.	3.20
E.W.D., English velvet finish, white wove.	2.80
Silverton, English, white wove.	2.40
Journal Paper. 24 lb., velvet finish, esparto grass paper, ruled unit columns. Per ream.	4.00
Ledger Paper. Same quality as 24-lb. Journal. Per ream.	4.00
Ledger Cards. 4 x 6, good Bristol, standard ledger ruling, packaged in 25's. Per M.	6.00
Letter Head. 20-lb. English white wove E.W.D. paper, ruled packaged in 500's. Per ream.	1.20
Statements. 20-lb. E.W.D. stock, ruled, packaged in 500's. Per ream.	.80

SCHOOL REGISTERS.



SUPPLY

Commercial School Registers. Special ruling, suitable for business college use. Neatly ruled for twelve months, and printed to accommodate the following information: Student's Number, Dept., Name, Address, Term Begins, Term Ends, Name of Parent or Guardian, Record of Absence or Lateness, Remarks.

Bound in Half Leather, to accommodate 250 names.	\$3.00
Bound in Half Leather, to accommodate 325 names.	3.50
Bound in Half Leather, to accommodate 480 names.	5.00

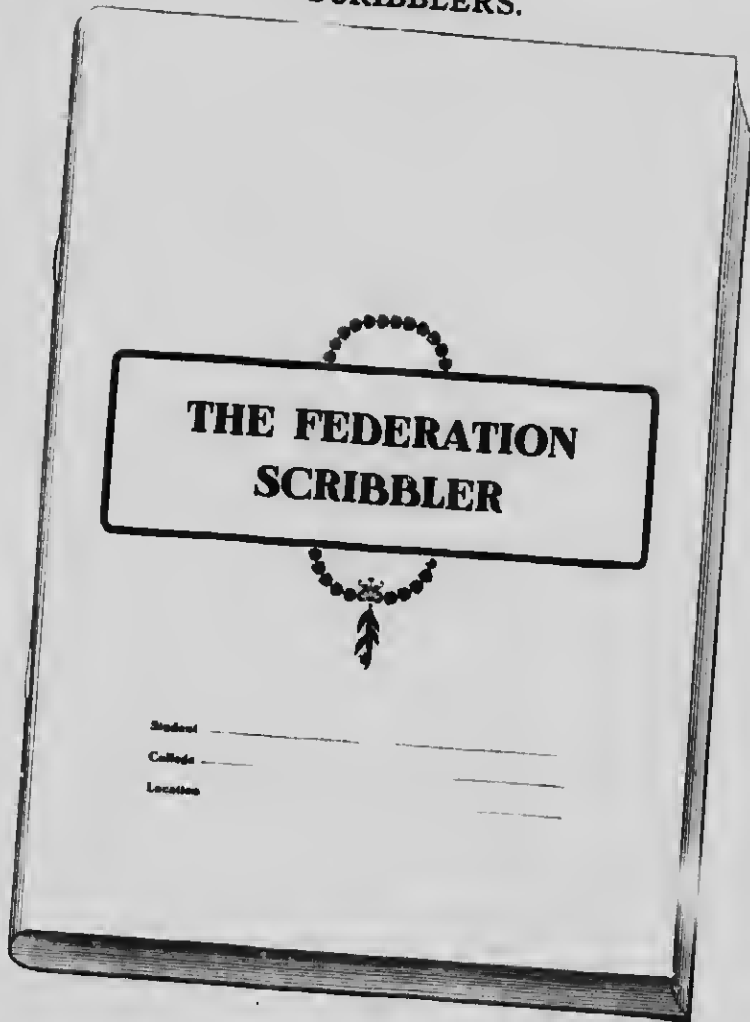
Subject to wholesale discount.

For Wholesale Prices see page 72.

.48
 .60
 .50
 .20
 .80
 .40
 .00
 .00
 .00
 .20
 .80

SCRIBBLERS.

CODE WORD



SURFACE

	RETAIL PRICE
Federation Scribbler. 200 pp., 9 x 12. Extra good paper, heavy tag cover. Exceptionally good value. Packaged 10 in package. Per C.	\$8.00
Student's Work Book (Scribbler). 160 pp., 7 x 10 in. Good quality white paper, for lead pencil use. Heavy tag cover. Extra good value. Packaged in strong, sealed packages, 10 in package. Per C.	5.00

SURGEON

TYPEWRITER BRUSHES.

Strong, black bristle, for cleaning type. Per dozen.....	\$2.40
Long handle brush, for cleaning machine. Per dozen.....	1.44

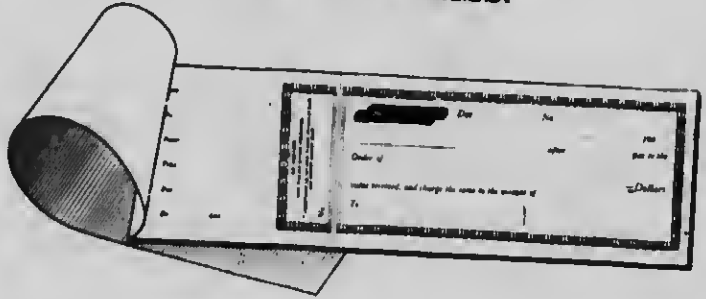
TYPEWRITER BACKING SHEETS.

Strong, soft paper, 8 x 11½, to protect the platen of the typewriter; every student should be supplied with these Sheets. Per M.	\$4.50
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For Wholesale Prices see page 72.

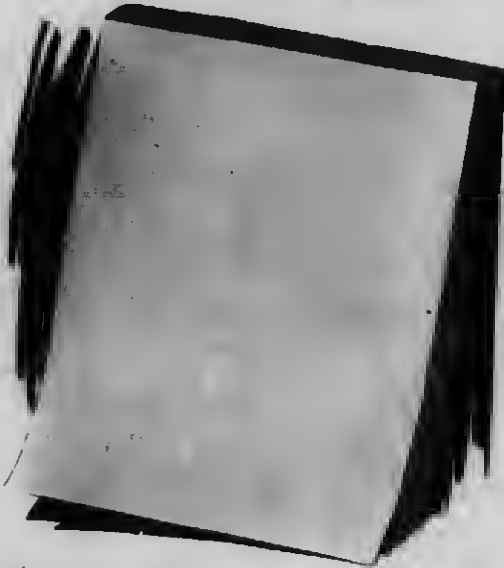
CODE WORD

PRINTED FORMS.



	RETAIL PRICE
Check Book. College Bank, with stub, manilla cover, 24 checks in book. Per dozen books.....	\$1.20
Checks. Loose, no stub, packaged 1,000 in package. Per M....	2.00
Deposit Slips. Loose, packaged in 1,000's, College Bank.....	1.80
Drafts. Bound in books, stuh and protest slip, 15 in book, manilla cover. Per dozen.....	1.00
Drafts. Loose, no stub, protest slip, packaged in M's. Per M....	2.00
Notes. Bound in books, with stub, 15 in book. Per dozen....	1.00
Notes. Loose, no stub, packaged in 1,000's. Per M.....	2.00
Receipts. Loose, packaged in 1,000's. Per M.....	2.00

TYPEWRITER PAPERS.



SURMOUNT

Student's Pad, 8 x 11. Our Special Students' Pad. Good quality 18-lb. white wove, smooth finish, will not wear out the ribbon, padded with flexible cloth, with pressboard back. 100 sheets, 8 x 11, in each pad.

Lots of 1M.....	per M.	\$12.00
Lots of 500.....	per M.	13.00
Smaller quantities.....	per C.	1.40

For Wholesale Prices see page 72.

14.00

TYPEWRITER PAPERS—Continued.

Student's Pad. 5½ x 8½. The same quality of paper as in our letter size pad. 200 sheets in each pad. Same price as above.

RETAIL PRICE

CODE WORD

Student's Pad. 5½ x 8½. The same quality of paper as in our letter size pad. 100 sheets in each pad. Packaged 10 in a strong, sealed package.

SURMISE

SURMISE

Lots of 500 pads.....per C. \$7.50
Smaller quantities.....per C. 8.00

FOR OFFICE USE:—

Manifold, No. 69, Thin, Letter Size.....Per ream \$1.20
Manifold, No. 69, Thin, Cap Size.....Per ream 1.40
No. 52, Westminster Bond, Letter Size.....Per ream 2.30
No. 53, Westminster Bond, Cap Size.....Per ream 2.50
No. 45A, Thin, Tough Manifold, Cap Size.....Per ream 2.00
No. 1, Thin, Tough Manifold, Letter Size.....Per ream 2.00
No. 53R, Westminster Bond, Cap Size, with red marginal ruling.....Per ream 3.20
No. 39A, Superior Quality Manifold, Cap Size.....Per ream 4.00
Express Manilla Sheets, Letter Size, especially suitable for carbon copies of all office correspondence.....Per ream .80
Letterhead, English esparto paper, 20 lbs. to ream, not ruled, packaged in reams.....Per ream 1.20
Impression Paper, Superior Quality, quick drying, will take ink signature without blurring. Letter Size.....Per ream 1.30
Cap or Legal Size...Per ream 1.80

SURNAME

SURNAMED



TYPEWRITER RIBBONS.

NOTE.—When ordering mention Color wanted, also whether Record or Copying Ribbon is wanted.

Underwood. Automatic, Record or Copying, woven edge, 7-16 in. or ½ in. Mention width wanted. Per dozen..... \$9.50

SURPLUS

Underwood Ribbons are made in two widths, 7-16 and ½ in. Any Underwood Typewriter having the bi-chrome attachment requires a ½ in. ribbon. When ordering always mention the WIDTH OF RIBBON REQUIRED.

Remington. Visible, Record or Copying, woven edge. Per dozen 9.50
Empire. Record or Copying, woven edge. Per dozen..... 9.50
Smith Premier. Record or Copying, woven edge. Per dozen.. 9.00
Smith Premier. Visible, No. 10, Record or Copying, woven edge. Per dozen..... 9.50
Monarch. Record or Copying, woven edge. Per dozen..... 9.50

SURRENDER

SURROGATE

SURROUND

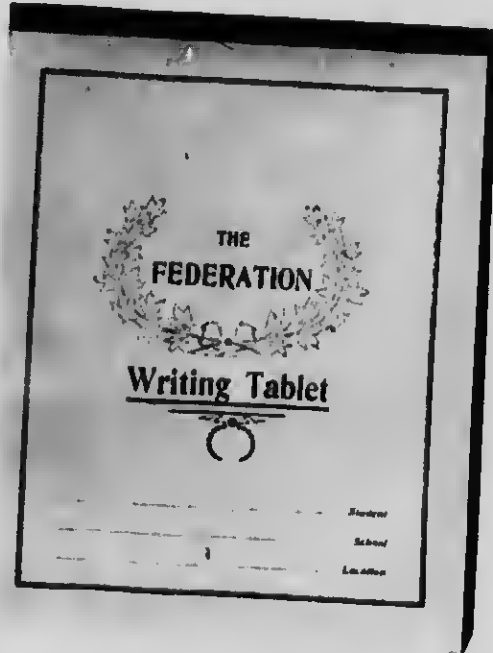
SURROUND-ED

SUSPECT

Above quotations are for orders of not less than one dozen.

For Wholesale Prices see page 72.

CODE WORD



SWALLOW

Federation Writing Tablet. 100 sheets, 8 x 11, superior velvet finish, English esparto grass paper, ruled, cloth back, blotter cover, printed in two colors; a handsome tablet; 10 in package. Per dozen..... \$2.52

RETAIL PRICE

SWARM
SWEEP

Examination Tablet, cap size, marginal lines, ruled Esparto paper.

40 sheets to pad, per 100 \$18.00
60 sheets to pad, per 100 24.00



DRAWING PAPER.

Suitable for use in drawing classes of public schools. Sold in single sheets of $5\frac{1}{2}$ x 8, also 8 x 11. This paper is sold by the pound only.

100 lbs., size $5\frac{1}{2}$ x 8, is equivalent to about 16,300 sheets.
100 lbs., size 8 x 11, is equivalent to about 8,180 sheets.

Lots of 25 lbs. to 99 lbs.....16c. per lb.
Lots of 100 lbs. to 499 lbs.....14c. per lb.
Lots of 500 lbs. to 1,000 lbs.....13c. per lb

For Wholesale Prices see page 72.

WHOLESALE PRICE LIST

IMPORTANT

May, 1914.—Destroy all previous lists.

In order to overcome the possibility of having our wholesale prices to Retail Stationers and Business College Principals known by others who may secure our catalogue, we quote **Retail Prices Only** in our catalogue, and give **Wholesale Discounts** on this perforated sheet. When we are requested to send our catalogue to anyone who should not know our wholesale prices, we take out this sheet and forward the catalogue.

COMMERCIAL TEXTS.

	RETAIL PRICE	TRADE DISCOUNT
Bookkeeping by Single and Double Entry (Complete)	\$1.50	33 1/2%
Bookkeeping by Single and Double Entry (Introductory)80	33 1/2%
Bookkeeping by Single and Double Entry (Advanced)75	33 1/2%
Stationery and Forms for Intro. Bus. Pract.15	40%
Senior Forms and Vouchers for Complete Text80	40%
The Canadian Standard	1.50	40%
Office Work No. 1, or Actual Canadian Business Procedure45	40%
Forms and Supplies for same40	50%
Office Work No. 2—Groceries (Sprott)50	40%
Incoming Orders, Incoming Forms, and Envelope of Stationery	1.00	40%
Loose Leaf Ledger (Student's)	1.40	50%
The New Method Arithmetic (McIntosh)	1.25	40%
Figure Reading (McIntosh)45	40%
Business Letter Writing and Follow-up Systems (Warner)90	40%
Students' Stationery for same20	50%
12 Folders for Vertical Filing Cabinet10	40%
How to Write a Business Letter (Fleming)75	30%
Pitman's Cumulative Speller—Commercial Edition (Smith)40	40%
* There are two editions of Cumulative Speller—the "Commercial" and the "Shorthand." When ordering, always state edition wanted.		
Canadian Business Speller (A. M. Kennedy)40	45%
Sprott's Writing System. Part 110	25%
Sprott's Metronomic System of Writing. Part 225	40%
Summary of Commercial Law (Anger)75	33 1/2%
Digest of Canadian Mercantile Law (Anger), Eastern	2.00	30%
Digest of Canadian Mercantile Law (Anger), Western	2.50	30%
Telegraph Instructor (Dodge)	1.30	40%
Pitman's Commercial Dictionary—Boards25	40%

ACCOUNTANCY.

Group No. 1	Page 34	No discount
Group No. 2	Page 34	20% discount
Group No. 3	Page 34	30% discount
Group No. 4	Page 35	40% discount

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WHOLESALE PRICE LIST

(Continued)

TYPEWRITING TEXTS.

	RETAIL PRICE	TRADE DISCOUNT
Pitman's Practical Course in Touch Typewriting (C. E. Smith)	\$0 50	30 %
Office Routine, a Business Practice for Stenographers (Spratt)	50	10 %
Stationery and Supplies for same	25	40 %
The New Universal System of Touch Typewriting (I. W. Patten)	60	25 %

SHORTHAND TEXTS AND ISAAC PITMAN PUBLICATIONS.

On all Isaac Pitman Publications marked * in Retail Catalogue, we allow	15 %
On all Isaac Pitman Publications marked † in Retail Catalogue, we allow	20 %
On Touch Typewriting, by C. E. Smith, we allow	30 %
On Rules of Shorthand in a Nutshell	30 %
On all other Publications, not including Periodicals and Note Books, we allow	40 %
On Subscriptions for Pitman's American Journal—Monthly	15 %
On Subscriptions for Pitman's English Journal—Weekly	15 %
On Subscriptions for Pitman's Shorthand Weekly—English	15 %
On Subscriptions for Phonographic Monthly	33 1/2 %
On Magazine of Business	15 %
On Commercial Self-Educator	15 %
On Pitman's Phono Note Books	30 %

Carriage, Postage, or Expressage on Pitman Note Books is additional, and should be added to amount remitted.

BLANK BOOKS AND STATIONERY.

Blank Books, Stationery, Engrossing, and all Supplies listed in our Catalogue from page 53 to page 70 are quoted at Retail Prices, and are subject to a discount of 50% off Prices in Catalogue.

Our listed retail prices for stationery are not supposed to be those at which our customers should sell these goods, but are only selected so that we may be able to quote a discount of 50%.

