

SPECIAL LOOSE LEAF SYSTEMS

For the Purchasing Department

Requisition Order Systems in Manifold, Quotation Record, Cost Book, Purchase Record, Stock Report, Perpetual Invoice Filing System.

By the use of a number of these systems in combination, we not only accomplish what you now secure with your present methods, but in addition we give you an absolute check and instant reference as to goods ordered, en route and received; instant and accurate information as to the amounts owing; absolute certainty that accounts are correct, as you work with the O. K.'d invoice itself, and not with figures three or four times transferred from the original invoices; the assembling of all invoices for any one firm in one place; an absolutely flexible system that will work just as well with 50 as 5,000 accounts, which will save 25 to 50 per cent. of the amount of work done at present.

For the Sales Department

Order Blank System, Binders, Holders and Blanks; Manifold Order Books and Blocks.

We can create an Order System, suitable to any business, whereby the original order can be used for filling, shipping, billing and charging the order, and thereby eliminate all journalizing of sales.

Billing and Charging System.

Adapted to most any business — an invoice and journal entry being made at one writing.

Can be used either for typewriter or hand writing; produces an exact copy of every invoice.

Salesmen's Price Books, Route and Expense Reports, Advertising Information Reports.

For the Shipping Department

Safety Manifold Shipping and City Delivery Receipts and Books.

By the use of which errors in shipment are prevented and all possibility of loss through miscarriage eliminated.

For the Accounting Department

In this department we offer the greatest labor-saving systems known to accountants. We can create for any mercantile or manufacturing business a complete system on the loose leaf plan whereby a daily statement of the condition of the business can be procured as soon as the day's posting is done, making a monthly trial balance unnecessary.

Perpetual Ledgers — General Sales and Creditors.

Perpetual Trial Balance and Proof Books, Journal, Cash and Other

Auxiliary Books.

On the loose leaf plan facilitate, to a great degree, the work of the accountant. We also furnish

Bills Payable and Receivable Forms, Voucher Systems, Check Registers,

Pocket Ledgers and Collection Reports.

Monthly Statement System.

Especially adapted to a credit business where an itemized statement is issued. By this system we save all itemizing in the ledger. It has many other commendable features.

Inventory System.

By which any number of clerks can work upon an inventory at one time without the necessity of rewriting.

For the Manufacturing Department

We devise Special Factory Order Systems, Cost, Material and Labor Records, Time and Pay Roll Records, etc.

Factory cost accounting is one of our specialties, and we can provide a system by which an accurate account can be kept of all material, labor and expense, showing actual cost of each article produced.

For Banks

Loose Leaf Systems have become generally recognized as especially suitable for Commercial and Savings Banks, and have been universally adopted for

General, Individual and Liability Ledgers, Journals, Receiving Tellers' Reports, Clearing House Reports, Discount Registers and Ticklers, Check and Draft Registers, Collection Registers and Ticklers, Minute and Signature Books.

Our Silicate Daily Balance Book offers many advantages over any other system of daily balancing.

We have also devised many useful manifold forms for the Collection Department, saving time and labor.

IF YOU WANT THE MOST MODERN, UP-TO-DATE METHODS OF ACCOUNTING, LET US SYSTEMIZE YOUR BUSINESS

**FACTORIES: CHICAGO; ATCHISON, KANSAS
HOLYOKE, MASS.**