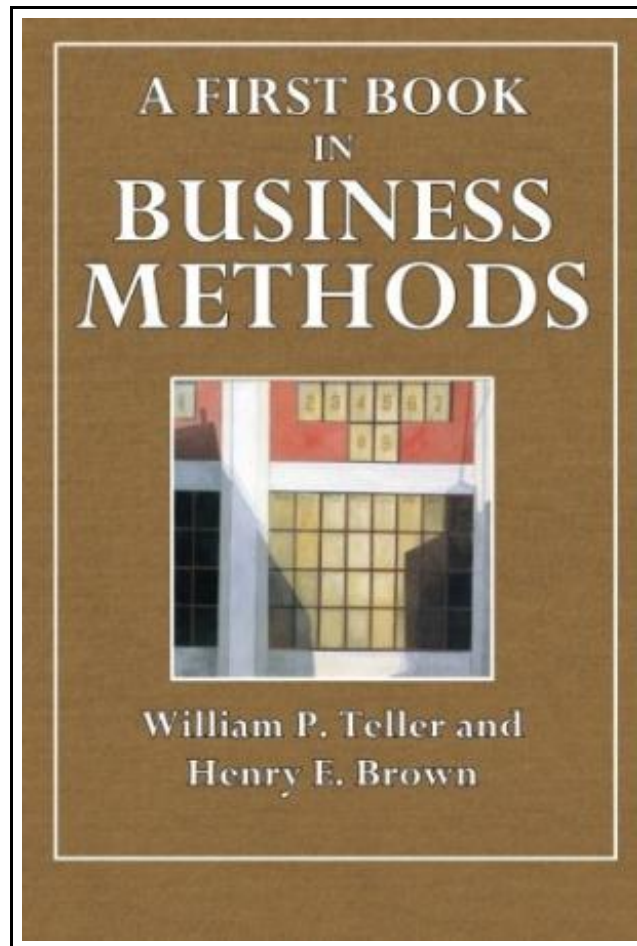


## A First Book in Business Methods



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Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.From the Authors PREFACE. IT is clearly unnecessary to call attention to the need or the importance of business training for boys and girls. The rapid increase in the number of commercial high schools and commercial courses indicates that at last a proper value is being placed on an acquaintance with everyday business transactions. As many pupils in our public schools leave before entering the high school there is an increasing demand for a brief course in business methods for the grammar grades. The present book is an attempt to provide a body of practical information pertaining to business matters in a form sufficiently simple for use in the eighth, ninth, and tenth grades. The thought has been to include only those facts everyone should know; to offer a course in business methods rather than in bookkeeping. The authors acknowledge their indebtedness to Professor Henry Rand Hatfield, formerly Dean of the College of Commerce and Administration, the University of Chicago, and Donald L. Morrill, Attorney at Law, Chicago, for reading this book in manuscript; also to Mr. Guy Bowman, Muskogee, Oklahoma, and to the preceding gentlemen for many valuable suggestions. \* \* \* \* \* NOTE TO EDITION OF 1911 In this new edition the illustrations have been revised, the Standard form of Straight Bill of Lading, new forms of Post Office Money Orders, Drafts, and Traveler s Checks being used, and to meet the demands of modern business methods and bring the information to date the text has also been thoroughly revised. It is believed these changes will add much to the practical value of the book and will meet the approval of the many teachers whose...



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