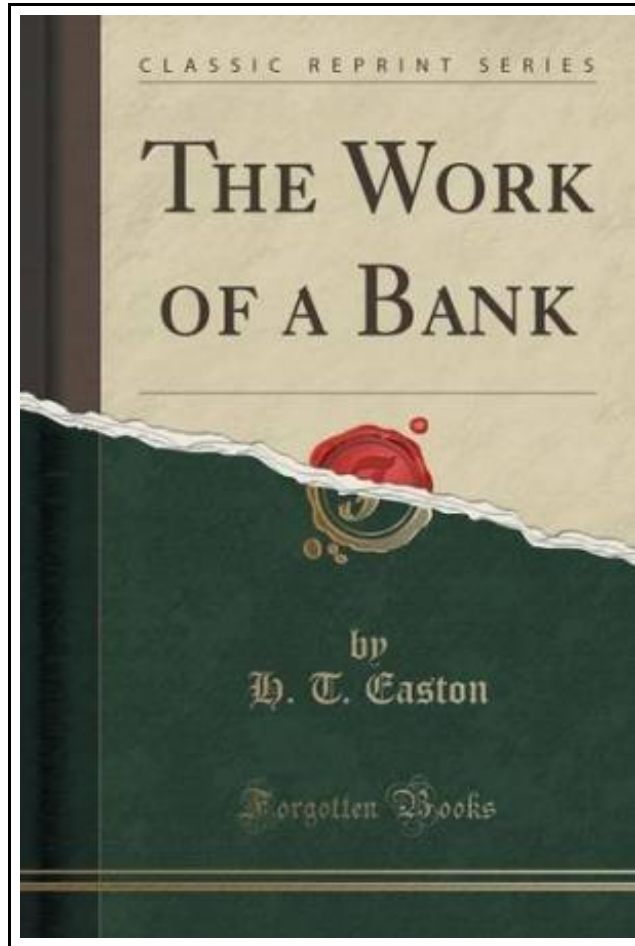


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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from The Work of a Bank The purpose of this small volume is to give an outline of the work carried on in a bank, and is intended chiefly for those who are about to commence their banking career. Although there are many books which treat of the history of banking, there are but few which give an account of the actual work. The successful candidate on obtaining his appointment soon realises the difference between school and office, work. For example, the book-keeping taught in school is of a theoretical nature, without reference to the different methods required for every business. This is illustrated in the case of banking, where the chief commodity is money in a variety of forms. Again, the terms used, such as drawer, acceptor, indorser; and the documents handled, viz., cheques, and bills of exchange, are possibly met with for the first time. The author has endeavoured to give a general outline of the work by means of specimens of books and forms actually in use. It would be impossible in a small manual to mention all the subsidiary books, but forms of the principal ones are given. The author wishes to express his thanks to many banking friends, who have kindly furnished him with valuable information. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may...

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