

**A FIRST BOOK IN
BUSINESS
METHODS**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649039111

A First Book in Business Methods by William P. Teller & Henry E. Brown

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd.
Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

WILLIAM P. TELLER & HENRY E. BROWN

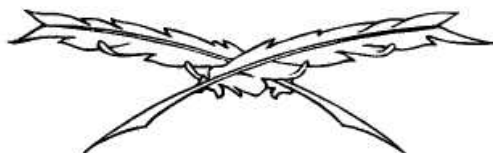
**A FIRST BOOK IN
BUSINESS
METHODS**

A FIRST BOOK IN
BUSINESS METHODS



A FIRST BOOK IN BUSINESS METHODS

By WILLIAM P. TELLER, *Credit Man, the Puritan Manufacturing Company, Kalamazoo, Michigan,* and HENRY
E. BROWN, *formerly Head of the Commercial Department, now Principal, of the Rock Island (Illinois) High School*



PUBLISHED BY
RAND, McNALLY & COMPANY
EDUCATIONAL PUBLISHERS

Chicago

New York

London

J✓

Copyright, 1903,
By WILLIAM P. TELLER and HENRY E. BROWN

C

ELECTROTYPED AND PRINTED BY
The Rand-McNally Press
CHICAGO, ILLINOIS, U. S. A



THE 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. So many pupils in our public schools are compelled to leave before entering the high school that 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 which every one should know ; to offer a course in business methods rather than in bookkeeping.

The authors acknowledge their indebtedness to Professor Henry Rand Hatfield, 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, and for many valuable suggestions.

W. P. T.
H. E. B.

May, 1903.

THE TABLE OF CONTENTS

	PAGE
<i>The Preface</i>	5
<i>Chapter</i> I. Letter Writing	11
<i>Chapter</i> II. Bills, Invoices, Statements of Account, Receipts	34
<i>Chapter</i> III. Banking	53
<i>Chapter</i> IV. Promissory Notes, Interest, Bank Dis- count, Partial Payments	77
<i>Chapter</i> V. Drafts	106
<i>Chapter</i> VI. General Postal Information, Post Office Money Orders, Express Money Orders, Letters of Credit	116
<i>Chapter</i> VII. Petitions, Power of Attorney, Commercial Agencies, Miscellaneous	132
<i>Chapter</i> VIII. Railroad and Express Business	147
<i>Chapter</i> IX. Contracts, Leases, Guaranties, Bonds	162
<i>Chapter</i> X. Merchandise Sales, Stocks and Bonds	182
<i>Chapter</i> XI. Partnership, Insurance	196