STORE MANAGEMENT-COMPLETE

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649186525

Store management-complete by Frank Farrington

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

FRANK FARRINGTON

STORE MANAGEMENT-COMPLETE





The big leak keeps one looking after it.—See page 137.

STORE MANAGEMENT -COMPLETE

By FRANK FARRINGTON

Author of

- "Retail Advertising--Complete"
- "Talks by the Old Storekeeper"
- "The Clerks' Book," Etc., Etc.



Chicago Byxbee Publishing Company 440 So, Dearborn St.

HF5429

Copyright, 1911, by BYXBEE PUBLISHING CO.

CONTENTS

CHAPTER I	PAGE
The Man Himself What a merchant is. The most desirable personality. Mental and physical qualifications. How to be a merchant. Overwork and its disadvantages. Possibilities of development. Proper examples. The right line of growth. Success-making qualities.	5
CHAPTER II	
Where to Start ,	26
CHAPTER III	
STORE ARRANGEMENT	47
· CHAPTER IV	
THE BUYING END	72
CHAPTER V	
THE STORE POLICY	93
What it should be to hold trade. The money back plan. Taking goods back. Meeting cut rates. Selling remnants. Delivering goods. Substitution. Handling telephone calls. Generosity. Rebating railroad fare. Courtesy to customers.	•
CHAPTER VI	
CLERK MANAGEMENT What kind of clerks to hire. How to treat them. The wage question. The employer's responsibility. Helping clerks to make good. The nagging employer. Making clerks worth more money to themselves and to their employer.	113

Contents

	CHAPTER VII	PAGE
	Leaks	137
	Store economies, Caring for equipment. Goods wasted. Time wasted. Finding little leaks. Handling the money. Money-saving fixtures. Cleanliness.	- 424
	CHAPTER VIII	
	The Store's Neighbors	156
	Relations with other merchants. Borrowing competitors, Making visiting profitable. Co-operation among local merchants for mutual advantage. Merchants' associations. What one association did. A "Bargain Week" sale by a whole town.	
	CHAPTER IX	
	WORKING HOURS	172
	Holidays, Overtime when husiness demands it. Early closing vs. late closing. Clerks' time off, Sunday closing. Special hours for special sales,	
	CHAPTER X	
	Expenses	188
	Cost of doing business. How to figure cost and profit per cents, What it should cost to do business. Profits on side lines and separate departments. What should be included in expenses. Reducing expenses properly and improperly. Inventories.	
	CHAPTER XI	
	THE CREDIT BUSINESS	206
•	The advantages of the cash basis. Which plan pays best. What "cash basis" should mean. Changing from credit to cash. Encouraging cash huying. Whom to trust, How to collect overdue accounts,	
	CHAPTER XII	
	WHAT TO SELL	222
	The staple lines. Advertised goods. Side lines. Branching out into the mail order business. Cheap goods vs. quality goods. The exclusive store. Making cheap goods sell good goods. Meeting mail order competition. Other merchants' lines; your right to sell them. The use of trade journals.	
	CHAPTER XIII	
	PREMIUM GIVING	2,38
	Does it pay? Trading stamps. Your own premium plan. What kinds of coupons to use. What kinds of premiums to give. Mutual agreements that no premiums or equivalent shall be given. Making premium goods attract trade. Interesting the women,	38.0



CHAPTER I

THE MAN HIMSELF

It is the man himself that makes or mars the business.

The store may be located in the best business section of the town and it may be full of goods properly priced and generously advertised and yet fail because of the man behind it all.

Of course the merchant who is big enough' so that he need not appear in person behind his counters and need never meet a customer himself, if he has abundant capital, may succeed though he be not the kind of a man a real merchant should be. The Big Store man is not necessarily a merchant. He is more of a financier in most cases. To me the word merchant means a man who can manage a store successfully without calling in expert help in any of the managing departments.

A merchant needs to be an all around man, a man who knows much about many things, who can himself do any part of the store work if need be, in order to show an employee how it should

Store Management-Complete

be done, and a man who can make himself agreeable to people and exhibit a high degree of proficiency in salesmanship.

In this chapter I am going to cover the characteristics desirable in a man who would be a successful merchant. This refers to the merchant of ANY size, for the greater merchant must start as a lesser. No business man ever began at the top and stayed there.

The man who has already cultivated the qualities that are needed to make success will find no harm in having their importance impressed upon him, and the man who lacks one or many of them, and I know of no one who possesses all, may be encouraged to work the harder to achieve personal perfection if its financial value is impressed upon him.

Business of all kinds is to-day so strenuous a struggle that the man who expects to win success must make and keep himself as nearly physically fit as possible. The weakling of any kind, physical, mental or moral, cannot win out. The race is to the strong in every instance.

One of the first requisites for a successful merchant is a strong body, a good physique, a constitution that will not break under any amount of work or worry. Both work and worry will come in abundance to the man in