

**ORDER OF BUSINESS AT JAMES
PLATT AND COMPANY'S, 78, ST.
MARTIN'S LANE, AND 28 & 29,
CRANBOURN STREET, LONDON**

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Order of business at James Platt and company's, 78, St. Martin's Lane, and 28 & 29, Cranbourn street, London by James Platt

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JAMES PLATT

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ORDER OF BUSINESS

AT

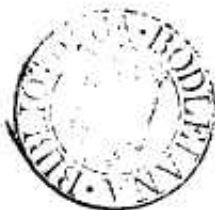
JAMES PLATT AND COMPANY'S,

78, ST. MARTIN'S LANE,

AND

28 & 29, CRANBOURN STREET,

LONDON.



JANUARY, 1871.

Entered at Stationers' Hall.

LONDON,
78, *St. Martin's Lane.*

DEAR SIR,

This Book of Regulations, &c., you will please occasionally read *carefully*, as your conduct whilst in our employ must be in conformity therewith, and the fines for non-observance *will be enforced*. The book is our property, and *must be returned* to us when you leave our employment. The contents you will please consider as strictly *private and confidential*.

We are,

Yours faithfully,

~~JAMES PLATT & CO.~~

Bodleian Curators -

ORDER OF BUSINESS.

COUNTING-HOUSE.

1.—Superintend, and supply all information required, connected with the Counting-House, report any deviation from rules, or arrears of work same day.

Open all letters after First Post, except those directed to Mr. Platt.

Balance Cash same day; pay into Bank daily not later than 3-30, on Saturday 2-30.

Examine bought Invoices, Day Books, and Ready Money Books.

Day Books, Receipt Books, and Journal call back daily.

Check Order and Credit Books, Bills of Goods bought out for orders, Petty Cash, Suspense and Deposit Accounts, Appro Book, Monthly and Quarterly Accounts, Creditors and Clothworkers' Accounts, Return Book, Claims.

Order Stationery, Paper, and String, keep list of Stationery, check Prices, and Wright and Donkin's Invoices each season when all the sets are in.

Put mark against names in Card Book, from

every entry in R.M. and Day Books, from April 1 to May 15, and from October 1 to November 15; and during February and August go through names left out, and give instructions in time for the March 1 and September 1 lists (parties who have been sending since first lists were made out, and new customers likely to use Cards).

Stamp Account, and list of Black Cloths and Doeskins sold during the week out of reserve stock, every Saturday morning.

List of Sealskins in stock, every Monday morning.

Second of the month List of Bills to be drawn, and twenty-fourth of each month List of Accounts to pay.

Debit May 15th and November 15th, Pattern Account, with cost of Material cut off for cards and bunches.

Customers' and Bought-Ledger Balances, early as possible in June and December, and put memo if they balance, or any discrepancy, on Mr. Platt's desk.

Have letters posted 11·45, pattern post and all letters then ready 5·15, and 5·45.

Confine the posting to Junior Cashier or Junior of Pattern Department, and have letters signed for by person posting them.

2.—Superintend and open letters during Mr. Hance's absence.

Enter country orders, town orders, credits, and letters into Books.

List on Mr. Platt's desk same day of all letters by *first* post not returned by two o'clock.

See all letters and orders given out up to 6 p.m. are returned same day.

Keep list of accounts when goods are sent on the promise of cash by return, write for it, if not sent, and every Saturday after 2 p.m. put book on Mr. Platt's desk.

Make memos, and put folio, against each entry in Credit Book, and Order Books.

Debit, Credit, and Return List, daily.

Keep Foreman's Registry, send out Forms, write Receipts, Correspond, and send out Travelers' advices.

Send Memo form as to reductions in price for all pattern orders by halfpenny post.

Total of bills receivable and payable last day of every month.

Collect and assist in Counting-House if required.

3.—Post Day Book, Journal, &c., *daily*, and before leaving on Saturday.

Debit, Credit, and Return List daily.

Put Journal on Mr. Platt's desk by 5 p.m. Saturday, or last day of the month.

Copy Invoices into Book, debit Returns, and make out Invoices or Memos.

Fill in and make out claim papers.

Examine Clothworkers' Accounts.

Post Invoices, Claims, Receipts, &c.

Monthly Statements to 18th inclusive ready for Senior to check morning of 20th.

Monthly Accounts not paid, send in next 20th, altering the Five to *Four* per cent., and if still unpaid following 20th, altering the Five to Two and a half per cent.

Quarterly Statements day before inclusive ready Quarter day.

Draw bills and cheques, write for bills and send out reminder forms.

Pay into Bank, collect, and assist in Counting-House if required.

4.—Enter, make out Invoices, and directions for parcels, trusses, cards, and bunches (cards or bunches sent to stations, or for enclosure, advise customers of same day by card post.)

Invoices of all parcels sent to stations, Travelers' country orders, or parcels sent for enclosure, send by halfpenny post.

Refer for directions to Address Book, and always enter name, directions, &c., in book if not there.

Fill in Stock Invoice Book.

Make out tickets daily.

Fill in Pattern Card Book, and make out list of names for card makers, for Senior to check.