



Making the Office Pay; Tested Office Plans, Methods and Systems That Make for Better Results from Everyday Routine (Paperback)

By William Henry Leffingwell

Rarebooksclub.com, United States, 2013. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****. This historic book may have numerous typos and missing text. Purchasers can usually download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1918 edition. Excerpt: . spelled out, are too long and necessitate a change in type, it is best to abbreviate uniformly. A supply of 300 to 500 sheets are generally sufficient to order at one time; if, however, 25 or more sheets are used per month, 1,000 may be ordered. It is not advisable on the first order to stock heavily as certain defects may show up which demand revision on the next lot; if a large stock is on hand the mistakes will not be remedied promptly. I have found that a folder in the correspondence file helps in preparing forms. As improvements or changes are suggested, I file a note of it in this folder. At the time of reordering, this tickler is referred to, and all needed corrections are made. How to design a new bookkeeping form How to save cost and prevent mistakes...



Reviews

An incredibly awesome publication with perfect and lucid reasons. It can be writter in simple phrases and not confusing. I am just delighted to let you know that this is actually the very best publication i actually have study during my very own lifestyle and could be he best publication for actually. -- Paula Gutkowski

Definitely one of the better book We have possibly read. We have read through and i also am certain that i am going to gonna study once again yet again in the foreseeable future. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- Enrique Labadie