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The Organization of a Small Business (Classic Reprint)

By William A. Smith

Forgotten Books. Paperback. Condition: New. 152 pages. Dimensions: 9.0in. x 6.0in. x 0.3in. Office Organization have appeared, but there seems to be a paucity of instructive literature relative to the administration of a small business. This little work is intended to set forth the principles of Office Organization in such a manner that the small trader can apply them to his business. Although the forms illustrated are given as suggestions only, they are in actual use and will need but little modification to meet individual requirements. The Costing System explained in Chapter X is applicable to any small business where orders are put through for a definite quantity or service, but the Cost Sheet must be changed to suit the business. The writer strongly advocates that a professional accountant be appointed to audit the books. So many small traders endeavour to economize in this direction with the result that their economy costs them dearly. Thanks are tendered to the office supply houses which have kindly lent blocks to illustrate the matter. W. A. S. HIGHAMS PARK, E. 4. (Typographical errors above are due to OCR software and do not occur in the book.) About the Publisher Forgotten Books is a publisher of historical...



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Reviews

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